XEROX®

Hızlı Kullanım Kılavuzu

WorkCentre 7228/7235/7245

701P44887

Microsoft, MS-DOS, Windows, Windows NT, Microsoft Network ve Windows Server, Microsoft Corporation'ın Birleşik Devletler ve/veya diğer ülkelerdeki ticari markaları ya da tescilli ticari markalarıdır.

Novell, NetWare, IntranetWare ve NDS, Novell, Inc.'nin Birleşik Devletler ve/veya diğer ülkelerdeki tescilli ticari markalarıdır.

Adobe, Acrobat, PostScript, PostScript3 ve PostScript Logosu, Adobe Systems Incorporated'in ticari markalarıdır.

Apple, AppleTalk, EtherTalk, LocalTalk, Macintosh, MacOS ve TrueType, Apple Computer, Inc.'nin Birleşik Devletler ve/veya diğer ülkelerdeki ticari markaları ya da tescilli ticari markalarıdır.

HP, HPGL, HPGL/2 ve HP-UX, Hewlett-Packard Corporation'ın tescilli ticari markalarıdır.

Tüm ürün/marka adları, ilgili sahiplerinin ticari markaları ya da tescilli ticari markalarıdır.

Sabit diskte bir sorun meydana geldiğinde, makinenin sabit diskinde kayıtlı veriler kaybolabilir. Xerox, bu tür bir veri kaybından ya da bunun sonucunda meydana gelebilecek doğrudan ya da dolaylı hasarlardan sorumlu değildir. Xerox, bilgisayar virüsü bulaşması ya da bilgisayar korsanlığı nedeniyle makinelerde meydana gelecek bozulmalardan sorumlu değildir.

Önemli (1) Bu kılavuz, tüm hakları saklı olarak telif hakkı korumasına sahiptir. Telif hakkı yasalarına göre bu kılavuz, yayıncının yazılı izni olmadan kısmi ya da bütün olarak kopyalanamaz ya da değiştirilemez.(2) Bu kılavuzun bölümleri, önceden haber verilmeden değiştirilebilir.(3) Anlam belirsizliği, hatalar, eksiklikler ya da eksik sayfalarla ilgili olası yorumlarınızı bekliyoruz.(4) Bu kılavuzda açıkça tanımlanmamış hiçbir işlemi makine üzerinde gerçekleştirmeyin. Yetkisiz işlemler hatalara ya da kazalara neden olabilir.

Xerox, bu cihazın yetkisiz kullanımından kaynaklanabilecek sorunlardan dolayı yükümlülük kabul etmemektedir.

Bu ürünün ihracatı, Yabancı Alışveriş ve Japonya Yabancı Ticareti ve/veya ABD ihracat kontrolü yasaları uyarınca katı biçimde kontrol edilmektedir.

Xerox ve Ethernet, tescilli ticari markalardır.

NOT: MAVİ başlık, BT yöneticisi türü personel için, YEŞİL son kullanıcılar içindir ve KIRMIZI makinede dikkat edilmesi gerektiği anlamına gelmektedir. Makinenin yapılandırmasına bağlı olarak bazı Kullanıcı Arayüzü ekranları farklılık gösterebilir.

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Kontrol Paneli

1. **Dokunmatik Ekran**
Dokunmatik ekran, programlanabilir özelliklerin tümünü seçebilmenizi sağlar. Ayrıca arıza giderme işlemlerini ve makineyle ilgili genel bilgileri de görüntüler.

2. **Servisler düğmesi**
Dokunmatik ekranda iş özelliklerini gösterir.

3. **İş Durumu**
Dokunmatik ekranda iş ilerleme bilgilerini gösterir.

4. **Makine Durumu**
Dokunmatik ekranda makinenin o sıradaki durumunu görüntüler.

Kontrol Paneli

5. **Çevirme Duraklaması**
Bir faks iletimi sırasında, numaralar arasına duraklatma koymak için kullanılır.

6. **Sil**
Sayısal değerleri ya da girilen son basamağı siler.

7. **# (Kare)**
Arama karakterini gösterir ya da bir grup arama numarası belirtir.

8. **Başlat**
İşi başlatır.

9. **Durdur**
Mevcut işi geçici olarak durdurur. İşi iptal etmek ya da sürdürmek için mesajı izleyin.

10. **Kes**
Öncelikli bir işin yapılabilmesini sağlamak için mevcut kopyalama işini geçici olarak durdurur.

11. **Tümünü Temizle**
Bir kez basıldığında orijinal ayarları siler ve mevcut yol için ilk ekranı görüntüler. İki kez basıldığında tüm özellikleri makinenin varsayılan ayarlarına döndürür.

12. **Dil**
Metnin dilini (başka bir dil varsa) değiştirir.

13. **Oturum Aç/Kapat**
Makinenin standart değerlerini ayarlamak için kullanılan Ayarlama Araçları'na şifre korumalı erişim sağlar.

14. **Güç Tasarrufu**
makinenin güç tasarrufu modunda olup olmadığını belirtir. Geçerli güç tasarrufu mod ayarını da iptal eder.

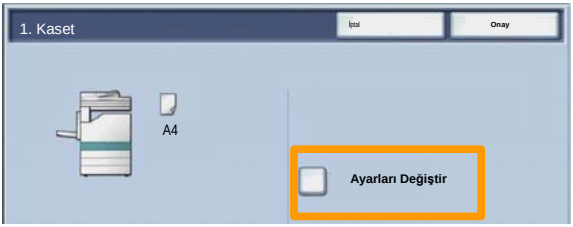
Kağıt Ayarları

Kağıt Türü ve Kağıt Boyutunu doğru belirtmek için aşağıdaki yöntemi uygulayın:

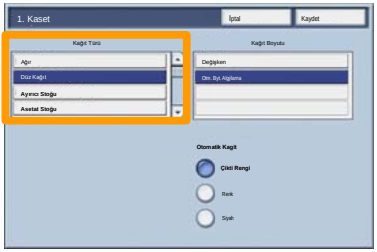
DİKKAT: Kağıt kasetlerinde yüklü olan tüm ortamlar için doğru Kağıt Türü ve Kağıt Boyutu ayarlarının belirtilmesi büyük önem taşır. Gerçek Kağıt Türü ve Kağıt Boyutunun doğru olarak belirtilmemesi, Kaynaştırıcı Biriminin hasar görmesine neden olabilir.

Kasetlerden birine her ortam yüklenişinde, dokunmatik ekranda Kaset Ayarları ekranı görüntülenir.

1. **Ayarları Değiştir** düğmesine dokunun.



2. Dokunmatik ekranda görüntülenen listeden uygun kağıt türünü seçin.



Kağıt Ayarları

3. Dokunmatik ekranda görüntülenen listeden uygun kağıt boyutunu seçin.

4. **Kaydet** düğmesine dokunun.

5. **Kaydet** düğmesine dokunun.

6. **Onay** düğmesine dokunun.

Kitapçık Oluşturma

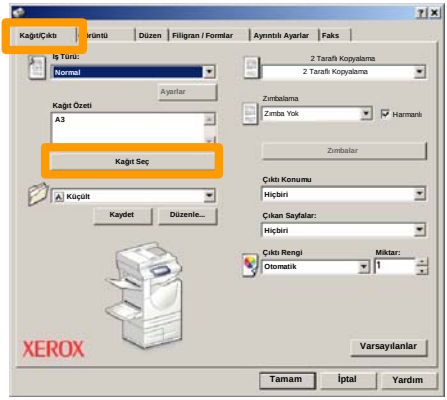
İş istasyonunuzda, kullanmakta olduğunuz uygulamanın **Yazdır** seçeneğini işaretleyin.

NOT: Bu örnekte, PCL Yazdırma Sürücüsünün kullanımı anlatılmaktadır.

1. **Özellikler** düğmesini tıklatın.

2. **Kağıt / Çıktı** sekmesini tıklatın.

3. **Kağıt Seç** düğmesini tıklatın.



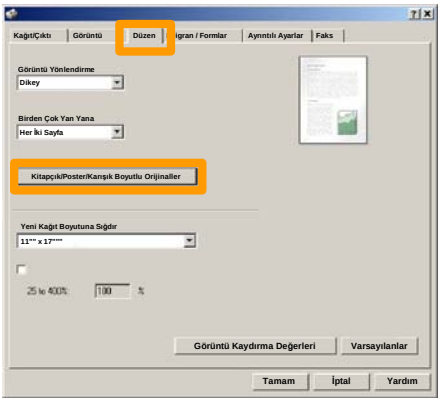
4. Açılır **Kağıt Boyutu** alanını tıklatıp, uygun kağıt boyutunu seçin.

5. **Tamam** düğmesini tıklatın.

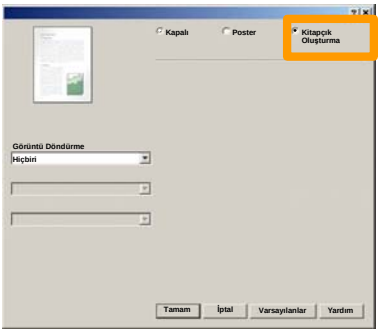
Kitapçık Oluşturma

6. **Düzen** sekmesini tıklatın.

7. **Kitapçık / Poster / Karma Boyutlu Orijinaller** düğmesini tıklatın.



8. **Kitapçık Oluşturma** seçeneğini tıklatın.



9. Gerekli olması halinde, **Tamam** düğmesini tıklatarak olası sorunları giderin.
10. **Kitapçık Oluşturma** penceresini kapatmak için **Tamam** düğmesini tıklatın.
11. **Özellikler** penceresini kapatmak için **Tamam** düğmesini tıklatın.
12. Yazdırmak istediğiniz miktarı girin ve **Tamam** düğmesini tıklatın.

Güvenli Yazdırma

İş istasyonunuzda, kullanmakta olduğunuz uygulamanın **Yazdır** seçeneğini işaretleyin.

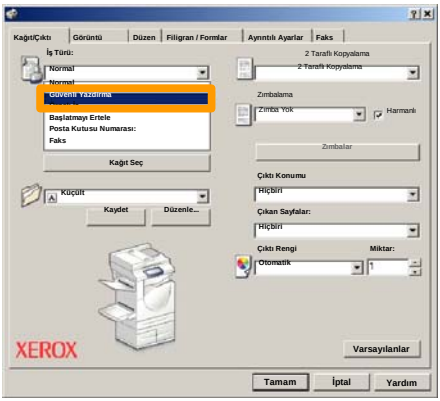
NOT: Bu örnekte, PCL Yazdırma Sürücüsünün kullanımı anlatılmaktadır.

1. **Özellikler** düğmesini tıklatın.

2. **Kağıt / Çıktı** sekmesini tıklatın.

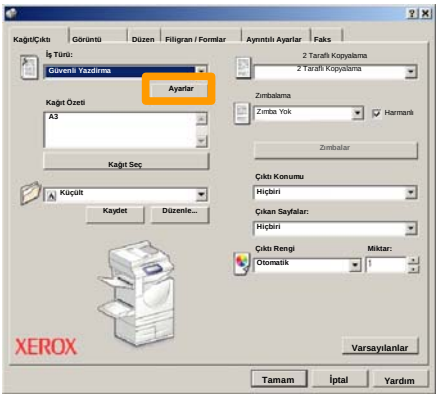
3. **İş Türü** alanını tıklatın.

4. **Güvenli Yazdırma** seçeneğini tıklatın.

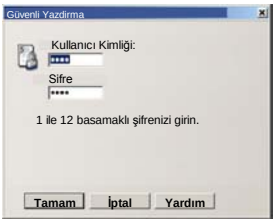


Güvenli Yazdırma

5. Ayarlar dugmesini tiklatin.



6. İlgili alanlara Kullanıcı Kimliğinizi ve 1 ile 12 basamaklı şifrenizi girip, **Tamam** düğmesini tıklatın.



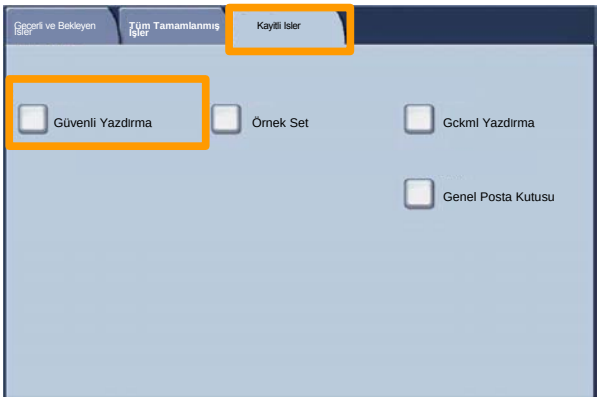
7. **Tamam** düğmesini tıklatın.

8. Yazdırmak istediğiniz miktarı girin ve **Tamam** düğmesini tıklatın.

Güvenli Yazdırma

9. Makinede, kontrol panelindeki **İş Durumu** düğmesine dokunun.

10. **Saklanan Dokümanlar** sekmesine dokunun.

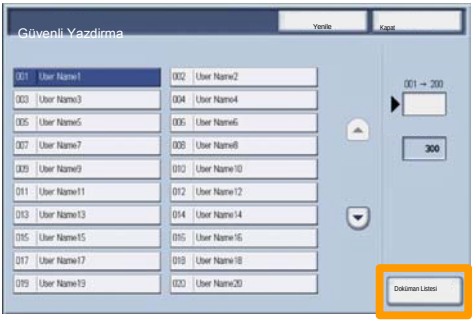


11. **Güvenli Yazdırma** düğmesine dokunun.

12. Bir **Kullanıcı Kimliği** seçin.

Güvenli Yazdırma

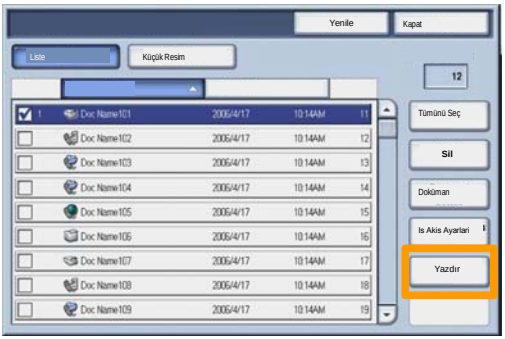
13. **Doküman Listesi** düğmesine dokunun.



14. 1 ile 12 basamaklı şifrenizi girin.

15. **Onayla** düğmesine dokunun.

16. Dokümanınızı seçin ve **Yazdır** düğmesine dokunun.



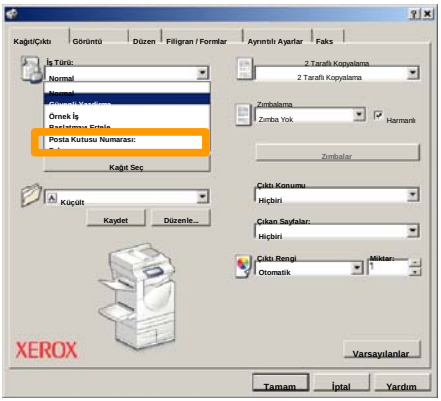
17. **Yazdır ve Sil** veya **Yazdır ve Kaydet** düğmesine dokunun.

    Dokümanınız çıktı kasetine gönderilir.

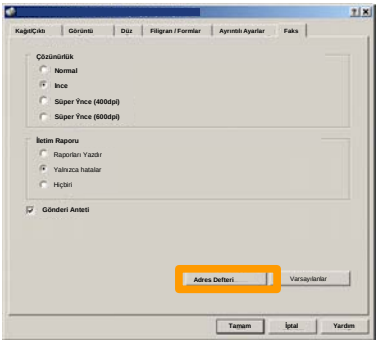
Basit LAN Faksı Gönderme

1. Yazdırma Sürücüsü'nü Açma

2. İş Türü olarak Faks'ı Seçme

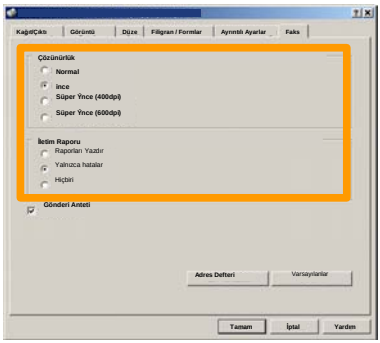


3. Alıcı Bilgilerini Girin



Basit LAN Faksı Gönderme

4. Faks Seçeneklerini Ayarlama



5. Üstbilgi Seçeneğini Ayarlama

6. Faks Gönderme

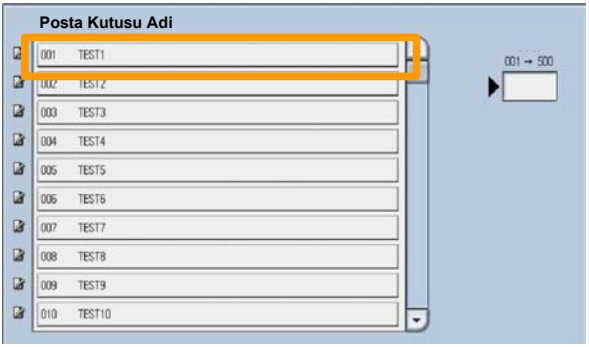
Gereken tüm seçenekleri seçtikten sonra **TAMAM**'ı seçin. Yazdırma sürücüsü ekranında **TAMAM**'ı ve Yazdırma Ekranında **TAMAM**'ı seçin. **Faks Onaylama** ekranı seçtiğiniz alıcılar listesiyle birlikte görünecektir. Herhangi bir değişiklik yapmak istiyorsanız **Düzenle**'yi seçin Ayrıntılarınız doğruysa, **TAMAM** düğmesini seçin ve faksınız iletime hazır bir şekilde makinenin faks kuyruğuna gönderilecektir.

Küçük Resim Ön İzleme'yi kullanmak

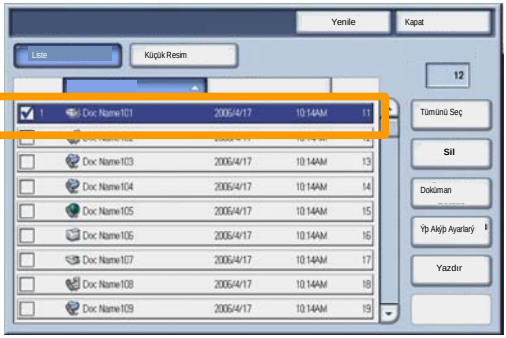
Küçük Resim Önizlemesi isteğe bağlı bir özelliktir ve makinenizde bulunmuyor olabilir. Makinenizde bu özelliği ayarlamak için, sistem yöneticinizle görüşün.

1. Posta Kutusundan Gönder simgesini seçin.

2. Posta Kutusu Adı seçeneğini belirleyin.

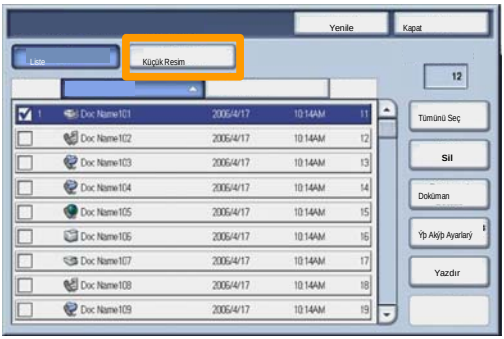


3. Doküman Adı seçeneğini belirleyin.



Küçük Resim Ön İzleme'yi kullanmak

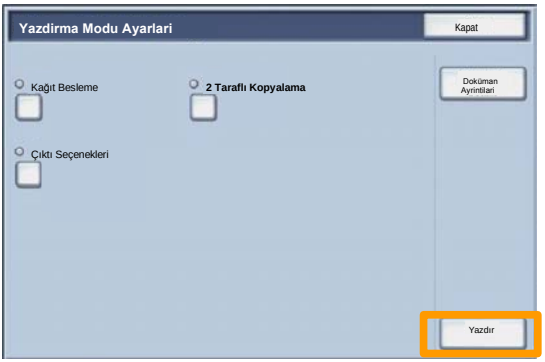
4. Küçük Resim seçeneğini belirleyin.



5. Yazdır seçeneğini belirleyin.

6. Kağıt Kaynağı, Çıktı ve İki Taraflı Yazdırma seçeneklerini belirleyin.

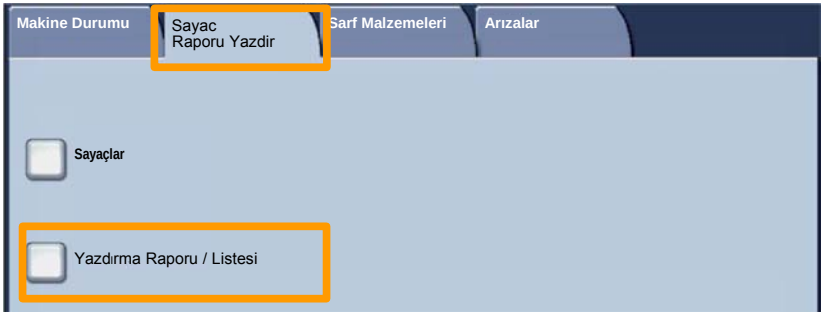
7. Yazdır seçeneğini belirleyin.



Yapılandırma raporunun yazdırılması

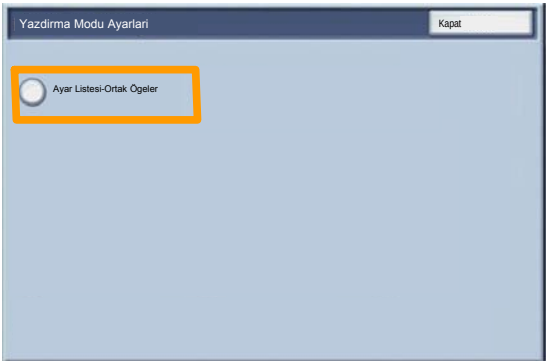
1. Yapılandırma raporunu yazdırmak için **Makine Durumu** düğmesini seçin.

2. **Sayaç/ Raporu Yazdır** sekmesinde **Yazdırma Raporu / Listesi** düğmesini seçin.



Yapılandırma raporunun yazdırılması

3. **Yazdırma Modu Ayarları** düğmesini seçin, sonra **Ayar Listesi-Ortak Öğeler** düğmesine basın.



4. **Başlat** düğmesine basın.

5. Raporun yazdırıldığını ve çıktı tablasına gönderileceğini onaylayan bir mesaj görüntülenir.

Denetleyici'nin Ayarlanması

Denetleyiciyi ayarlamak için kullanıcı hesapları oluşturup, ardından Denetleyiciyi etkinleştirmenize gerekir. Kullanıcıların, daha sonra belirli makine işlevlerini gerçekleştirmek için hesaplarına giriş kodu ayarıyla girmeleri gerekir. En fazla 1000 hesap oluşturabilirsiniz.

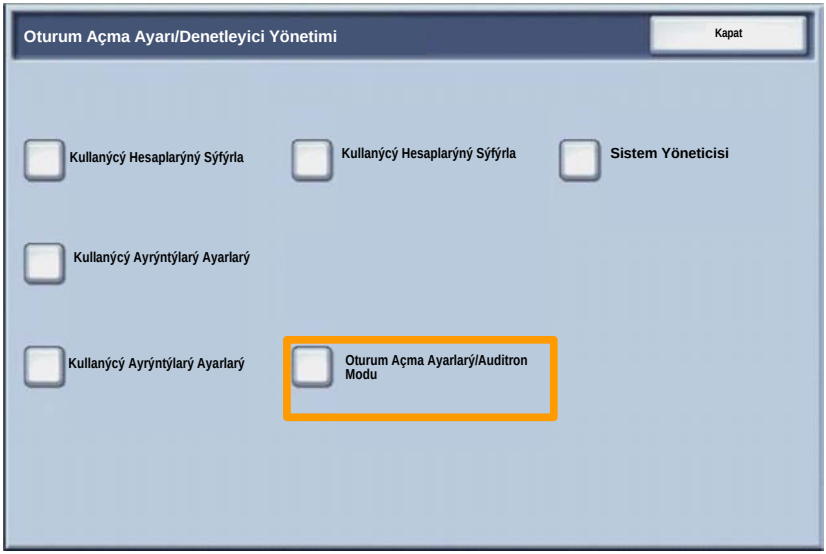
Tüm kullanıcılar için aşağıdakiler tanımlanmış olmalıdır:

- Giriş Kodu
- Hesap Adı
- Renk Erişimi
- Hesap Limiti

Hesaplar tanımlanıp oluşturulduktan sonra, Denetleyiciyi kullanmaya başlamak için istediğiniz hesapları etkinleştirin. Hesap adları ve giriş kodları, diğer hesap adları ve giriş kodlarıyla aynı olamaz.

Denetleyici'nin Ayarlanması

Fotokopi, tarama, faks ve diğer tüm hizmetler için Denetleyici Modunu etkinleştirebilirsiniz. Oturum açıp Sistem Ayarları ekranını seçtikten sonra, **Oturum Açma Ayarı/Denetleyici Modu** seçeneğini seçin.



Denetleyici'nin Ayarlanması

Ayarlamak için herhangi bir öğe seçin. Aşağıdaki seçenekleri seçebilirsiniz:

- **Kapalı:** Makineyi çalıştırmak için kullanıcı oturum açma ayarı/Denetleyici yönetimi gerekmez.

- **Yerel Makine Erişimi:** Denetleyici yönetimi, makinede kayıtlı olan kimliği doğrulanmış kullanıcıları kullanarak gerçekleştirilir.

- **Uzaktan Erişim:** Denetleyici yönetimi, uzaktan hesap hizmeti tarafından yönetilen kullanıcı bilgileri kullanılarak gerçekleştirilir. Kullanıcı bilgileri, uzaktan hesap hizmeti kullanılarak kaydedilir.

Denetleyici'nin Ayarlanması

Denetleyici Modu:

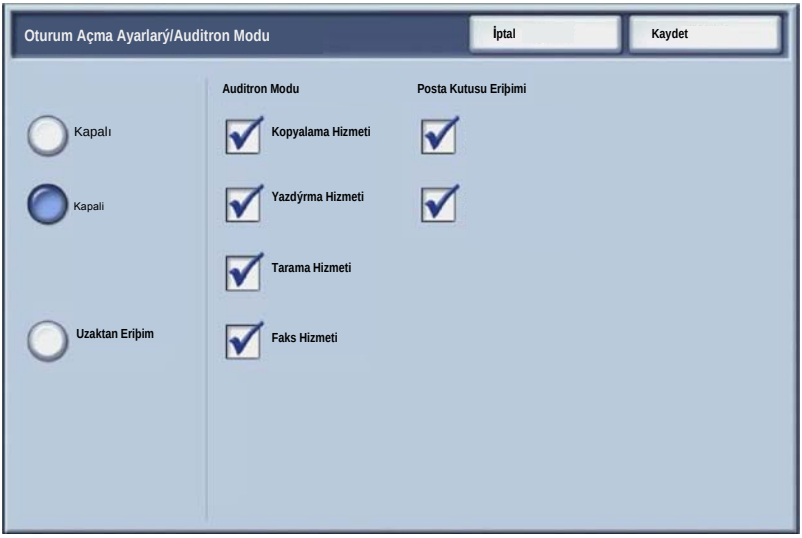
Yönetim özelliğini etkinleştirmek istediğiniz hizmetleri seçin (işaretleyin).

Kopyalama Hizmeti: Kopyalama işlemleriyle ilgili yönetim.

Yazdırma Hizmeti: Yazıcı işlemleriyle ilgili yönetim.

Tarama Hizmeti: Tarayıcı işlemleriyle ilgili yönetim.

Faks Hizmeti: Faks işlemleriyle ilgili yönetim.



İsim Sayfaları

1. Kontrol panelindeki **Oturum Aç / Kapat** düğmesine basın.

2. Doğru Kullanıcı Kimliğini girip, **Onayla** düğmesine dokunun.

3. **Sistem Ayarları** düğmesine dokunun.

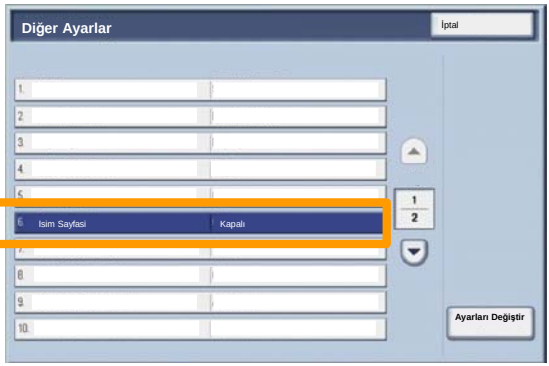
4. **Sistem Ayarları** düğmesine dokunun.

5. **Yazdırma Modu Ayarları** düğmesine dokunun.

İsim Sayfaları

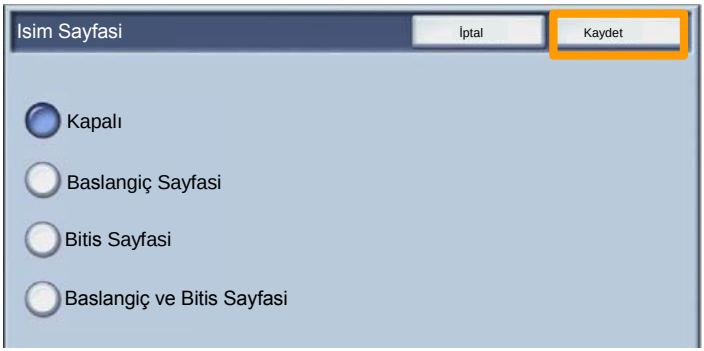
6. **Diğer Ayarlar** düğmesine dokunun.

7. **İsim Sayfası** düğmesini bulmak için ok düğmelerini kullanın. **İsim Sayfası** düğmesine dokunun.



8. **Ayarları Değiştir** düğmesine dokunun.

9. Uygun isim sayfası seçeneğini işaretleyip, **Kaydet** düğmesine basın.



10. Sistem Ayarları ekranlarından çıkmak için, art arda **Kapat** düğmesine dokunun.

Sayaçlar

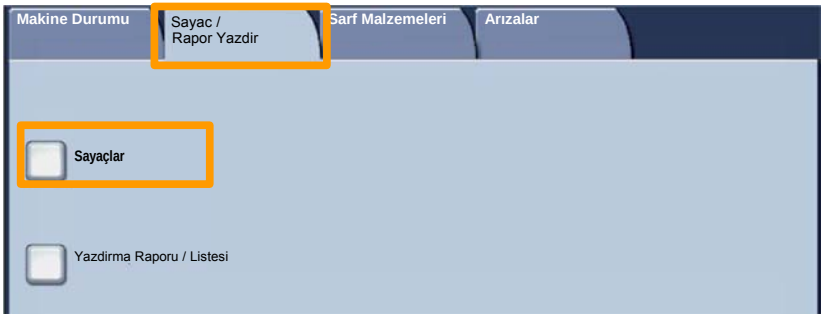
Sayaçlar, makine kullanımı ve faturalama bilgilerine ulaşmanızı sağlar. Sayaçlar, makine yapılandırmanıza ve ayarlarına göre değişir.

Sayaçlara ulaşmak için:

1. **Makine Durumu** düğmesini seçin.

Sayaçlar

2. **Sayaç/ Rapor Yazdır** sekmesinin göründüğünden emin olun ve **Sayaçlar** düğmesini seçin.



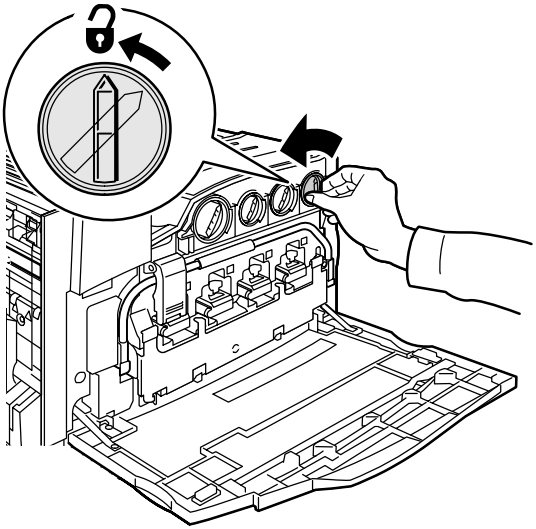
3. Sayaçlar görüntülenir.

Toner Kartuşlarının Değiştirilmesi

Bu yordam, kullanılmış toner kartuşunun nasıl çıkartılacağını ve yerine yeni toner kartuşunun nasıl takılacağını göstermektedir. Makine ne zaman kartuş siparişi vermeniz gerektiğini ve bunu ne zaman takmanız gerektiği size bildirilir. Eski kartuşu atmak için, yeni kartuşla birlikte gelen atma yönergelerini uygulayın.

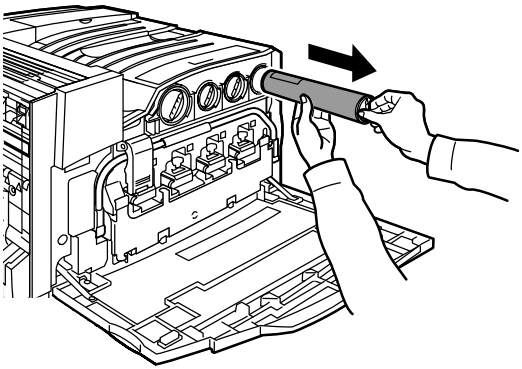
1. Ön Kapağı açın.

2. Toner kartuşunu saat yönünde döndürerek kilidini açın.

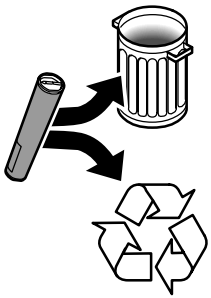


Toner Kartuşlarının Değiştirilmesi

3. Toner kartuşunu çekerek çıkartın. Tonerin elbiselerinize bulaşmamasına dikkat edin.

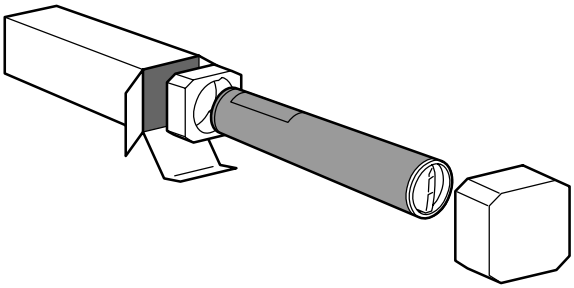


4. Toner kartuşunu ofisteki normal çöplerle birlikte atın ya da kartuşu geri dönüştürün.

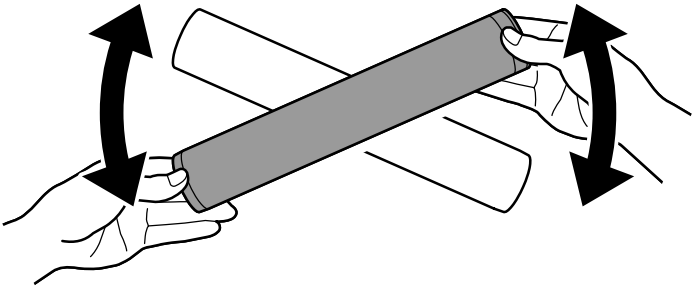


Toner Kartuşlarının Değiştirilmesi

5. Yeni toner kartuşunu ambalajından çıkartın.

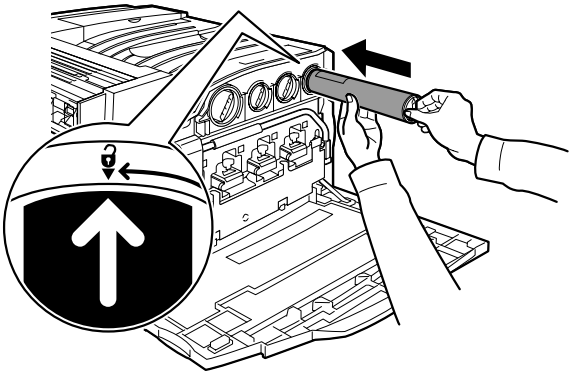


6. Tonerin karışması için yeni kartuşu tekrar tekrar yukarı ve aşağıya döndürerek çalkalayın.



Toner Kartuşlarının Değiştirilmesi

7. Kartuşun üzerindeki okla, yazıcıdaki kilit açma sembolünü hizalayarak toner kartuşunu takın. Kartuşun tam takıldığından emin olun ve kartuşu saat yönünde döndürerek kilitli konuma getirin.



8. Ön Kapağı kapatın. Kapak tam kapanmıyorsa, kartuşun kilitli konumda olduğundan ve toner kartuşunun doğru yere takıldığından emin olun.

Bu işlem, toner kartuşunun değiştirilmesiyle ilgili yardamın sonudur.

XEROX®

Ghid Rapid de Utilizare

WorkCentre 7228/7235/7245

701P44887

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NOTĂ: Titlul cu ALBASTRU este pentru personalul de administrare IT, titlul VERDE este pentru utilizatorii finali, iar titlul ROŞU semnifică faptul că aparatul necesită atenție. Unele ecrane Interfață Utilizator pot diferi, în funcție de configurația aparatului.

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Panoul de Comandă

1. **Ecran Senzorial**
Ecranul senzorial vă permite să selectați toate funcțiile de programare disponibile. Afișează de asemenea procedurile de rezolvare a problemelor şi informații generale despre aparat.

2. **Buton Servicii**
Afişează caracteristicile lucrării pe ecranul senzorial.

3. **Stare Lucrare**
Afişează informații despre progresul lucrării pe ecranul senzorial.

4. **Stare Aparat**
Afişează starea curentă a aparatului pe ecranul senzorial.

Panoul de Comandă

5. **Pauză de Formare**
Introduce o pauză într-un număr de telefon când se transmite un fax.

6. **Ştergere**
Şterge valorile numerice sau ultima cifră introdusă.

7. **# (Diez)**
Indică un caracter de formare sau desemnează un număr de formare grup.

8. **Start**
Porneşte lucrarea.

9. **Stop**
Opreşte temporar lucrarea curentă. Urmează mesajul pentru a anula sau relua lucrarea.

10. **Întrerupere**
Opreşte temporar lucrarea curentă de copiere pentru a permite executare unei lucrări prioritare.

11. **Şterge Tot**
Dacă este apăsat o singură dată, resetează setările implicite şi afişează primul ecran pentru calea curentă. Apăsat de două ori, resetează toate funcțiile la valorile implicite ale aparatului.

12. **Limba**
Modifică textul într-o altă limbă (când este disponibilă).

13. **Conectare/Deconectare**
Furnizează acces protejat prin parolă la funcția Setare Utilitare, utilizată pentru reglarea valorilor implicite ale aparatului.

14. **Economizor de Energie**
Indică dacă aparatul este în modul economizor de energie. De asemenea, anulează setarea curentă pentru modul economizor de energie.

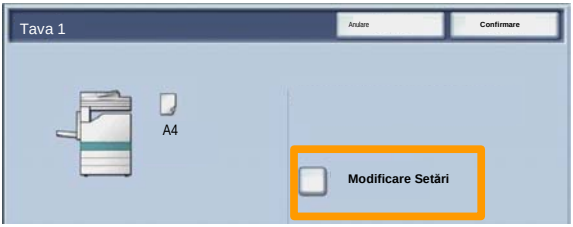
Setări Hârtie

Urmati procedura de mai jos pentru a specifica cu exactitate Tipul şi Formatul Hârtiei:

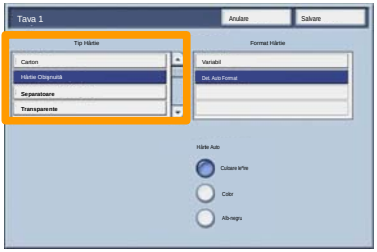
ATENȚIE: Este foarte important să se identifice setările propriu-zise pentru Tipul de Hârtie şi Formatul de Hârtie, pentru orice suport alimentat în tăvile pentru hârtie. Dacă Tipul Hârtiei şi Formatul Hârtiei nu se specifică cu exactitate, pot apărea defecțiuni la Ansamblul Cuptorului.

În momentul în care într-o tavă este alimentat un suport de imprimare/copiere, pe ecranul senzorial va apărea ecranul Setări Tavă.

1. Apasăti butonul **Modificare Setări**.



2. Selectati tipul de hârtie corespunzător din lista afişată pe ecranul senzorial.



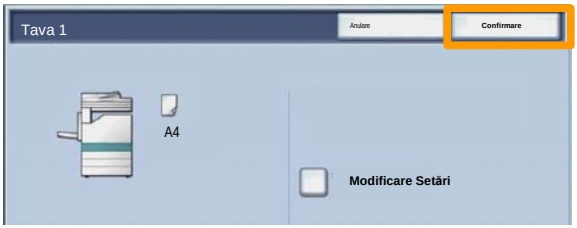
Setări Hârtie

3. Selectati formatul de hârtie corespunzător din lista afişată pe ecranul senzorial.

4. Apasăti butonul **Salvare**.

5. Apasati butonul **Salvare**.

6. Apăsați butonul **Confirmare**.



Creare Broşură

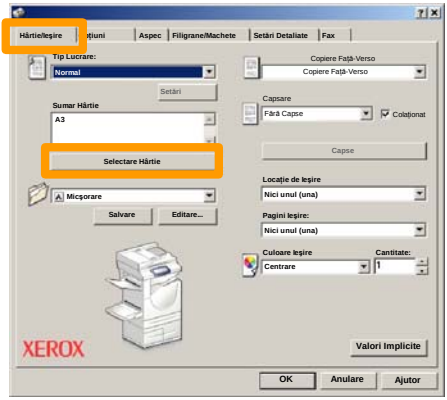
De pe stația de lucru se selectati opțiunea **Imprimare** pentru aplicația pe care o utilizati.

NOTĂ: Acest exemplu ilustrează utilizarea unui Driver de Imprimare PCL.

1. Faceti clic pe butonul **Proprietăți**.

2. Faceți clic pe separatorul **Hârtie/Ieşire**.

3. Faceti clic pe butonul **Selectare Hârtie**.



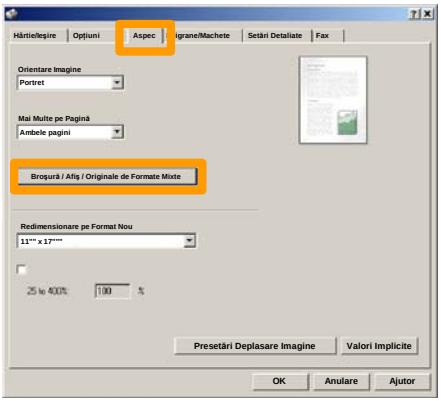
4. Faceti clic pe câmpul derulant **Format Hârtie**, apoi se selectati formatul de hârtie corespunzător.

5. Faceti clic pe butonul **OK**.

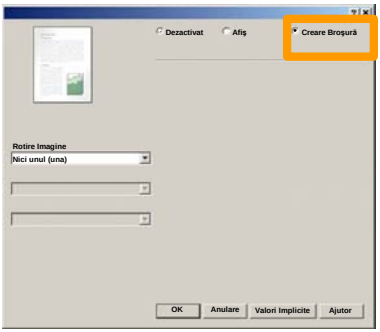
Creare Broşură

6. Faceti clic pe separatorul **Aspect**.

7. Faceti clic pe butonul **Broşură/Afiş/Originale de Formate Mixte**.



8. Faceti clic pe opțiunea **Creare Broşură**.



9. Dacă este necesar, faceti clic pe butonul **OK** pentru e rezolva eventualele conflicte apărute.
10. Faceti clic pe butonul **OK** pentru a închide fereastra **Creare Broşură**.
11. Faceti clic pe butonul **OK** pentru a închide fereastra **Proprietăți**.
12. Introduceti cantitatea pentru imprimare, apoi faceti clic pe butonul **OK**.

Imprimare Securizată

De pe stația de lucru se selectati opțiunea **Imprimare** pentru aplicația pe care o utilizati.

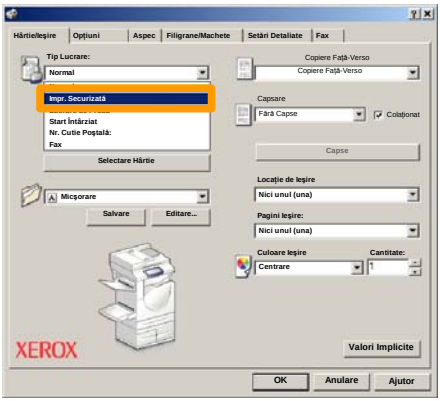
NOTĂ: Acest exemplu ilustrează utilizarea Driverului de Imprimare PCL.

1. Faceti clic pe butonul **Proprietăți**.

2. Faceți clic pe separatorul **Hârtie/Ieşire**.

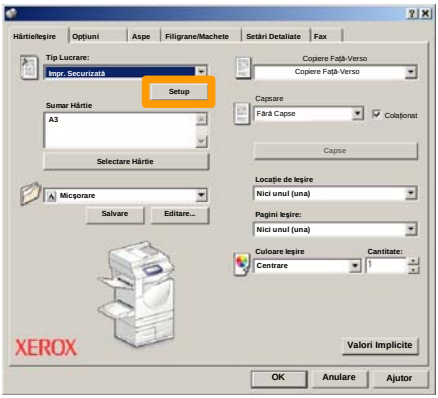
3. Faceti clic pe câmpul **Tip Lucrare**.

4. Faceti clic pe opțiunea **Imprimare Securizată**.

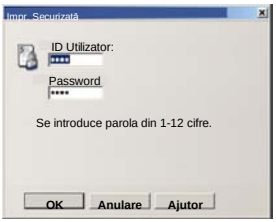


Imprimare Securizată

5. Faceti clic pe butonul Setup.



6. Introduceti ID-ul de Utilizator şi parola formată din 1-12 cifre în câmpurile corespunzătoare, apoi faceti clic pe butonul**OK**.



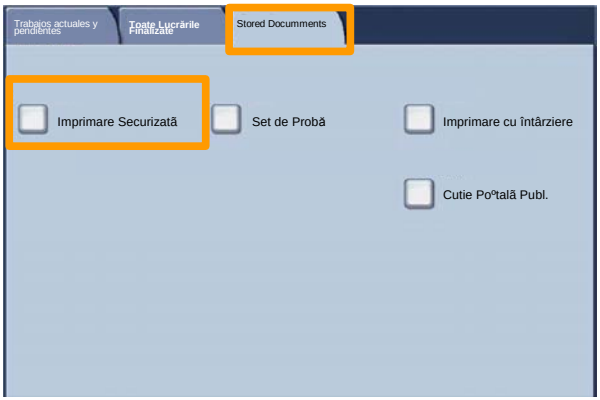
7. Faceti clic pe butonul **OK**.

8. Introduceti cantitatea pentru imprimare, apoi faceti clic pe butonul **OK**.

Imprimare Securizată

9. De pe panoul de comandă al aparatului se selectati butonul **Stare Lucrare.**

10. **A**pasăti pe separatorul **Documente Stocate**.

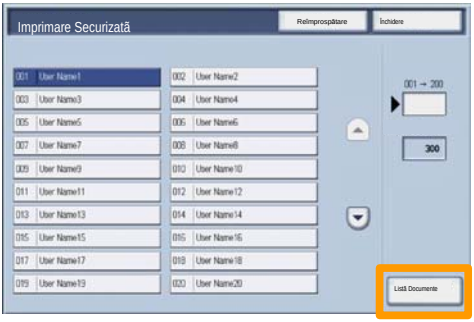


11. Apasăti butonul **Imprimare Securizată**.

12. Selectati un **ID Utilizator**.

Imprimare Securizată

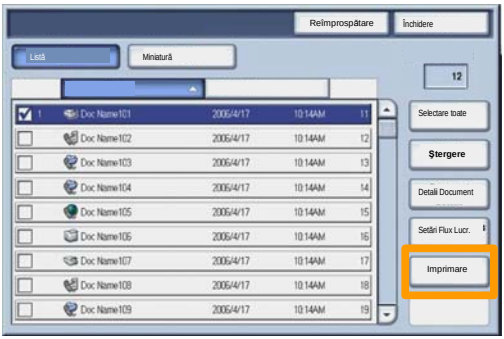
13. Apasăti butonul **Listă Documente**.



14. Introduceti parola din 1-12 cifre.

15. Apasăti butonul **Confirmare**.

16. Selectati documentul şi se apasăti **Imprimare**.



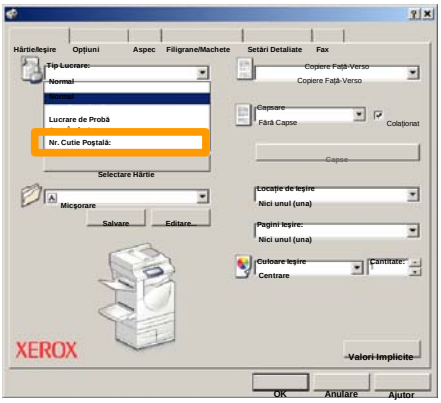
17. Apasăti butonul **Imprimare şi Ştergere** sau butonul **Imprimare şi Salvare**.

    Documentul dumneavoastra va fi transmis în tava de ieşire.

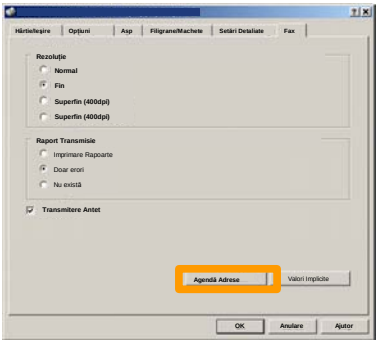
Operare Simplă cu LAN Fax

1. **Deschideti Driverul de Imprimare.**

2. **Selectati Fax ca Tip de Lucrare.**

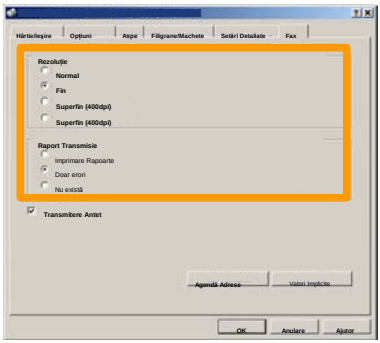


3. **Introduceti Detaliile despre Destinatar.**



Operare Simplă cu LAN Fax

4. **Setati Opțiunile Fax.**



5. **Setati Opțiunile Antet.**

6. **Transmiteti Faxul.**

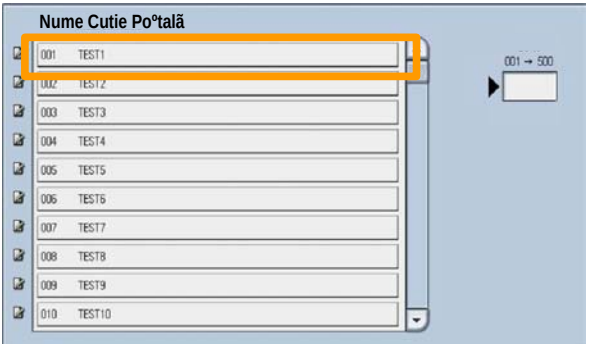
După ce ați ales toate opțiunile dorite, selectați **OK**. Selectați **OK** pe ecranul driverului de imprimare şi **OK** pe Ecranul Imprimare. Va apărea ecranul **Confirmare Fax**, cu lista de destinatari pe care i-ați ales. Dacă doriți să faceți modificări, selectați **Editare**. Dacă detaliile sunt corecte, selectați butonul **OK** şi faxul va fi trimis în coada cu lucrările de fax care urmează să fie transmise.

Utilizare Previzualizare Miniatură

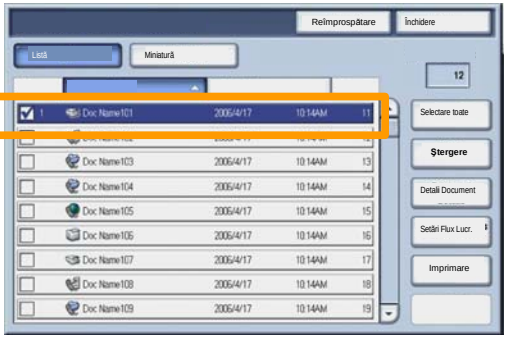
Previzualizare Miniatură este o funcție opțională şi este posibil să nu fie disponibilă la aparat. Contactați administratorul de sistem pentru a configura această functie la aparatul Dumneavoastra.

1. Selectați simbolul Transmisie din Căsuța Poştală.

2. Selectați Numele Cutiei Poştale.

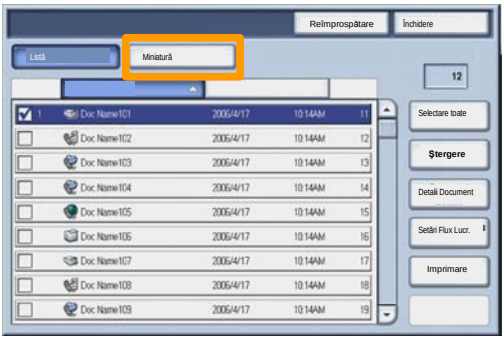


3. Selectați Numele Documentului.



Utilizare Previzualizare Miniatură

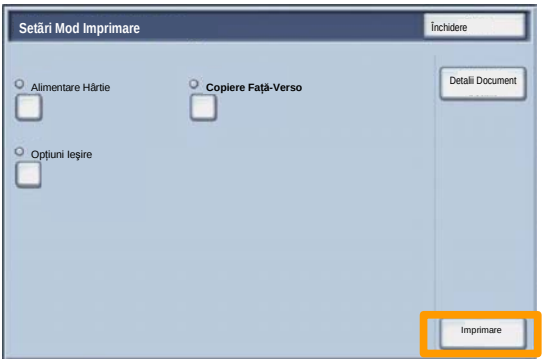
4. Selectați Miniatură.



5. Selectați Imprimare.

6. Selectați opțiunile Alimentare Hârtie, Ieşire şi Imprimare Față-Verso.

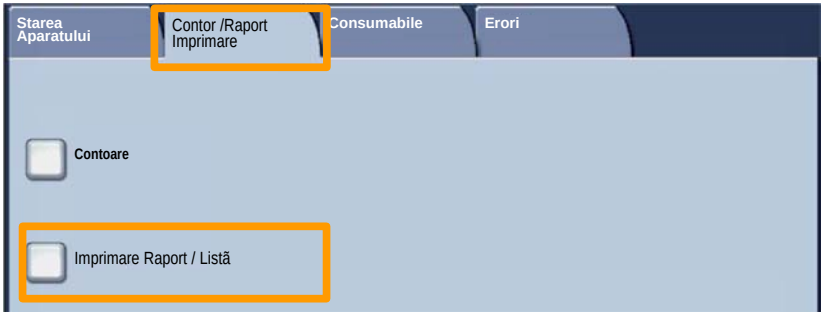
7. Selectați Imprimare



Imprimarea unui raport al configurației

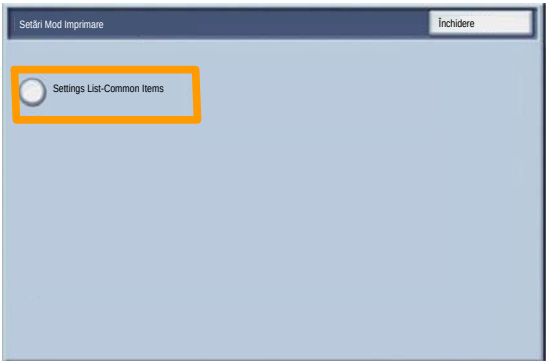
1. Pentru imprimarea unui raport al configurației selectați butonul **Stare Aparat**.

2. Selectați butonul **Imprimare Raport/Listă** de pe separatorul **Contor/Imprimare Raport**.



Imprimarea unui raport al configurației

3. Selectați butonul **Setări Mod Imprimare**, apoi apăsați butonul **Listă Setări-Articole Comune**.



4. Apăsați butonul **Start**.

5. Un mesaj vă va conforma că raportul se imprimă şi că va fi livrat în tava de ieşire.

Setare Auditron

Pentru setarea Auditronului, trebuie să creați mai întâi conturile Auditronului şi apoi să activați Auditrounul. În continuare, utilizatorii vor fi solicitați să introducă parola setată pentru contul lor pentru a efectua diverse funcții ale aparatului. Se pot crea până la 1000 de conturi.

Toate conturile utilizator trebuie să aibă definite următoarele:

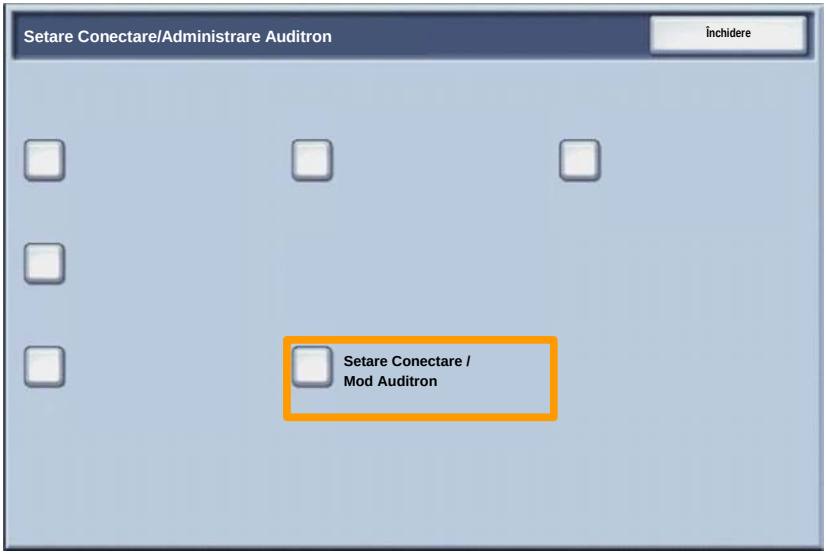
- Parolă
- Nume cont
- Acces color
- Limită cont

Dup definirea şi crearea conturilor, activați conturile dorite pentru a începe utilizarea Auditronului. Numele de conturi şi parolele trebuie să fie unice.

Setare Auditron

Puteți activa Modul Auditron pentru copiere, scanare sau ambele. Dacă este activat Modul Auditron, utilizatorul trebuie să selecteze butonul Acces şi să introducă parola corespunzătoare pentru a începe utilizarea aparatului. Setați activarea sau dezactivarea funcției de administrare Auditron şi solicitarea efectuării sau neefectuării operației de autentificare.

După conectarea la sistem şi selectarea ecranului Setări Sistem, selectați **Setare Conectare / Mod Auditron**.



Setare Auditron

Selectați elementul care trebuie setat. Pot fi selectate opțiunile următoare:

· Dezactivat: Operarea aparatului nu necesită setare conectare / administrare Auditron

· Acces local aparat: Administrarea Auditronului se realizează utilizând utilizatorii autentificați deja pe aparat.

· Acces de la distanță: Administrarea Auditronului se realizează utilizând informațiile despre utilizatori administrate de serviciul de contabilizare la distanță. Informațiile despre utilizatori sunt înregistrate de serviciul de contabilizare de la distanță.

Setare Auditron

Modul Auditron:

Selectați Mod Auditron. Pentru serviciile pentru care doriți activarea funcției de administrare, selectați Activat.

Serviciu copiere: Administrare asociată operațiilor de copiere.

Serviciu scanare: Administrare asociată operațiilor de scanare.

Pagini Identificare

1. Apasăti butonul **Conectare/Deconectare** de pe panoul de comandă.

2. Introduceti ID-ul de Utilizator corect, apoi se apasăti butonul **Confirmare**.

3. Apasăti butonul **Setări Sistem**.

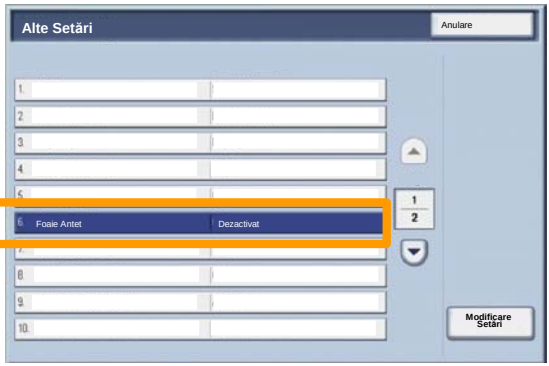
4. Apasăti butonul **Setări Sistem**.

5. Apasăti butonul **Setări Mod Imprimare**.

Pagini Identificare

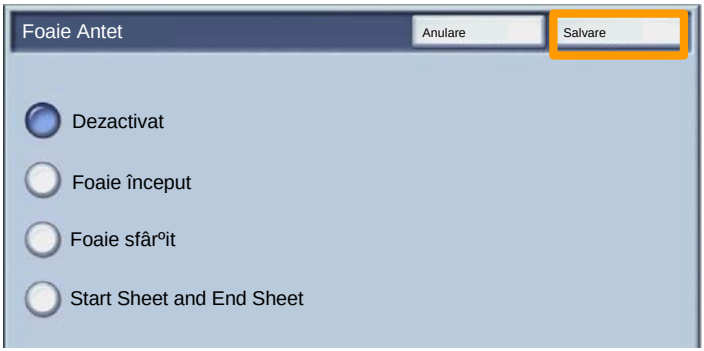
6. Apasăti butonul **Alte Setări**.

7. Utilizati săgeţile de defilare pentru a localiza butonul **Pagina Identificare**. Apasăti butonul **Pagina Identificare**.



8. Apasăti butonul **Modificare Setări**.

9. Alegeti opţiunea corespunzătoare pentru pagina de identificare, apoi apasăti butonul **Salvare**.



10. Apasăti de mai multe ori butonul **Închidere** pentru a ieşi din ecranul Setări Sistem.

Contoare

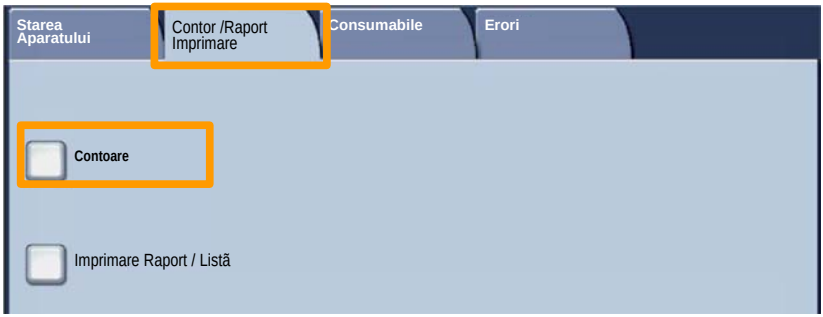
Ecranul **Contoare** oferă acces la informațiile despre utilizarea aparatului şi contorizare. Valoarea contoarelor depinde de configurația şi setarea aparatului.

Pentru accesarea Contoarelor:

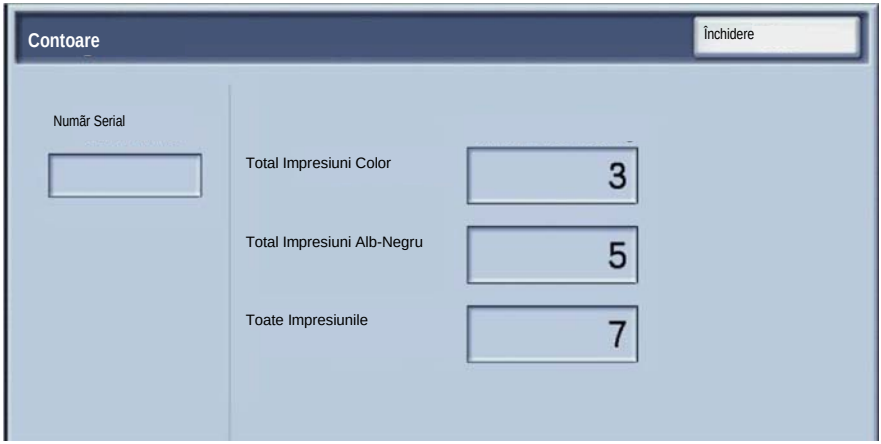
1. Selectați butonul **Stare Aparat**.

Contoare

2. Asigurați-vă că separatorul **Contor/Imprimare Raport** este vizibilă şi selectați butonul **Contor**.



3. Contoarele sunt afişate.

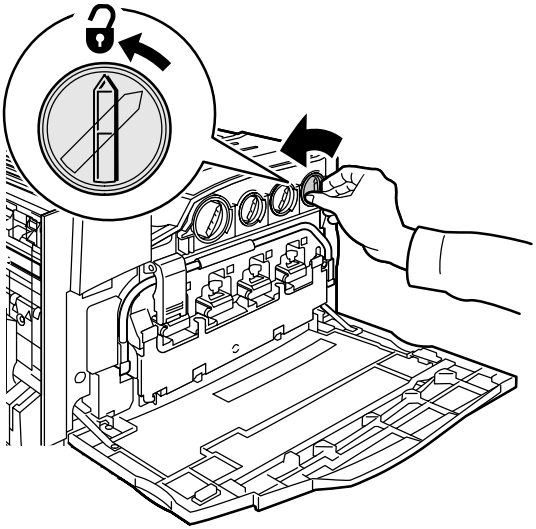


Înlocuirea Cartuşelor cu Toner

Această procedură prezintă modul de îndepărtare a unui cartuş cu toner epuizat şi înlocuirea sa cu un nou cartuş. Aparatul vă va anunța când trebuie să comandați un nou cartuş şi când să îl instalați.
La primirea noului cartuş urmați instrucțiunile pentru reciclarea celui vechi.

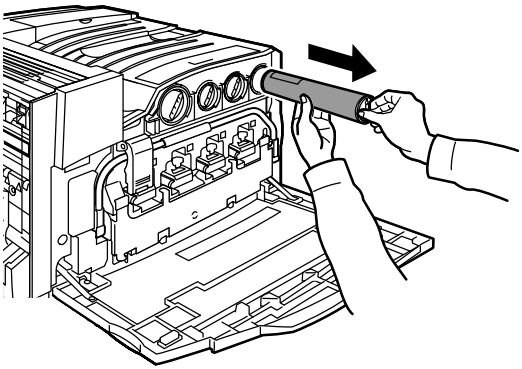
1. Deschideți Uşa Frontală.

2. Rotiți cartuşul cu toner în sens invers acelor de ceasornic, în poziția deblocat.

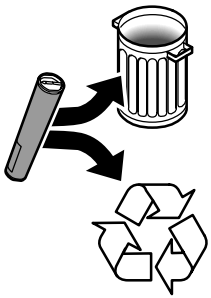


Înlocuirea Cartuşelor cu Toner

3. Scoateți cartuşul cu toner trăgându-l în afară. Atenție să nu pătați hainele cu toner.

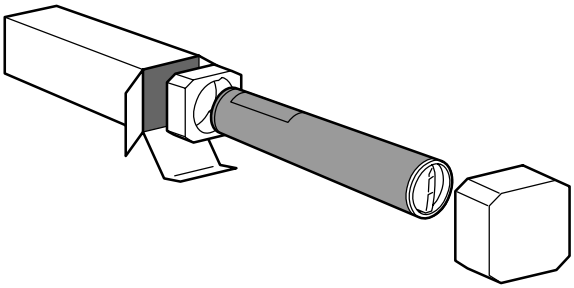


4. Aruncați cartuşul cu toner precum deşeurile de birou normale sau reciclați-l.

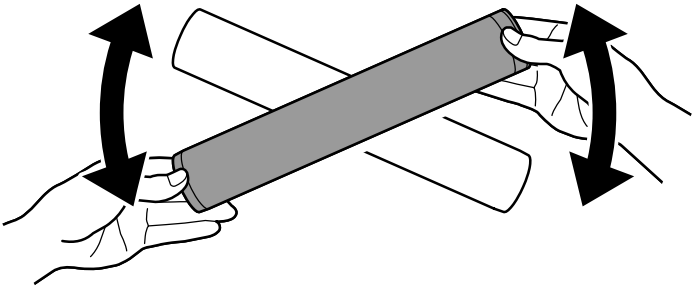


Înlocuirea Cartuşelor cu Toner

5. Scoateți noul cartuş cu toner din ambalaj.

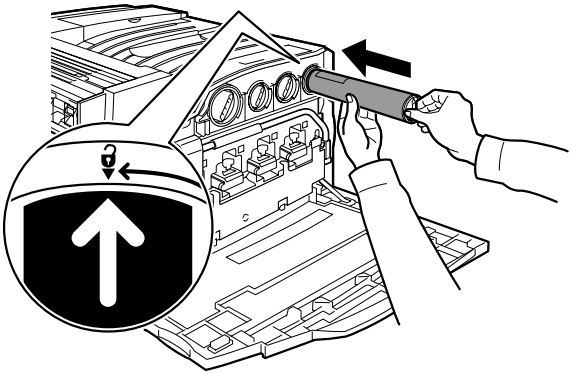


6. Scuturați noul cartuş cu toner de câteva ori printr-o mişcare de răsucire sus-jos pentru a redistribui tonerul.



Înlocuirea Cartuşelor cu Toner

7. Instalați cartuşul cu toner aliniind săgețile de pe cartuş cu simbolul de deblocare de pe imprimantă. Cartuşul trebuie să fie complet instalat înainte de blocarea cartuşului prin rotire in direcția acelor de ceasornic.



8. Închideți Uşa Frontală. Dacă uşa nu este complet închisă, verificați cartuşul (dacă este în poziția blocat şi dacă este instalat în locația corespunzătoare).

Aici se încheie procedura pentru înlocuirea cartuşului cu toner.

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Панель управления

1. **Сенсорный экран**
Сенсорный экран позволяет выбирать режимы работы аппарата. На нем также отображаются инструкции по устранению неисправностей и общие сведения.

2. **Кнопка Режимы**
При нажатии этой кнопки на экране отображаются режимы программирования работы.

3. **Статус работы**
При нажатии этой кнопки на сенсорный экран выводится информация о ходе выполнения задания.

4. **Статус машины**
При нажатии этой кнопки на сенсорный экран выводится информация о текущем состоянии аппарата.

Панель управления

5. **Пауза в наборе номера**
При передаче факса нажатием этой кнопки в набираемый телефонный номер вставляется пауза.

6. **Стереть**
При помощи этой кнопки можно удалять числовые значения или последнюю введенную цифру.

7. **Кнопка #**
Указывает символ набора номера или обозначает номер группового набора.

8. **Старт**
При помощи этой кнопки осуществляется запуск задания.

9. **Стоп**
Нажатие этой кнопки останавливает выполнение текущего задания. Потом следует запрос подтверждения отмены или возобновления выполнения задания.

10. **Прерывание**
Временное прерывание текущего задания для выполнения более приоритетного.

11. **Очистить все**
При двукратном нажатии этой кнопки восстанавливаются исходные значения по умолчанию.

12. **Язык**
При помощи этой кнопки можно изменить язык экранных сообщений.

13. **Вход/Выход**
Эта кнопка обеспечивает доступ по паролю к режиму Системные средства, предназначенному для корректировки настроек аппарата,используемых по умолчанию.

14. **Кнопка и индикатор режима экономии энергии**
Индикатор показывает, находится ли устройство в режиме экономии энергии. Также служит для отмены текущих настроек режима экономии энергии.

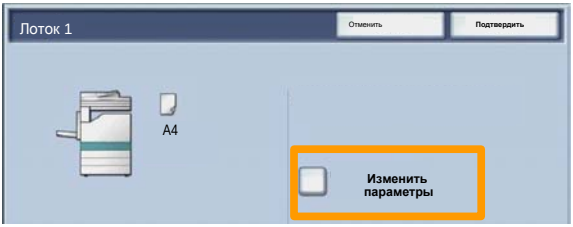
Параметры материала

Чтобы правильно указать тип и формат бумаги, сделайте следующее.

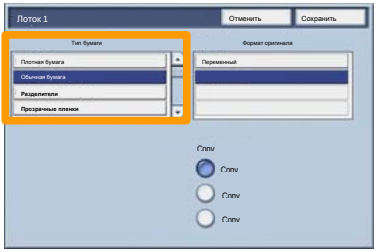
ВНИМАНИЕ! Очень важно правильно определить тип и формат бумаги или другого материала в лотках. Если тип или формат бумаги будет указан неправильно, узел фьюзера может быть поврежден.

После загрузки бумаги в лоток, на сенсорном экране появляется экран настроек лотка.

1. Нажмите кнопку **Изменить настройки**.



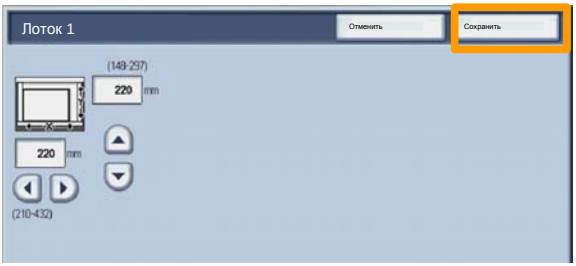
2. Выберите нужный тип бумаги в списке на сенсорном экране.



Параметры материала

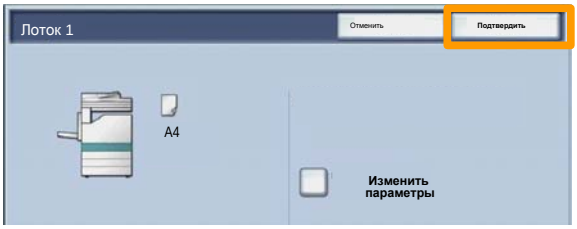
3. Выберите нужный формат бумаги в списке на сенсорном экране.

4. Нажмите кнопку **Сохранить**.



5. Нажмите кнопку **Сохранить**.

6. Коснитесь кнопки **Подтвердить**.



Создание брошюры

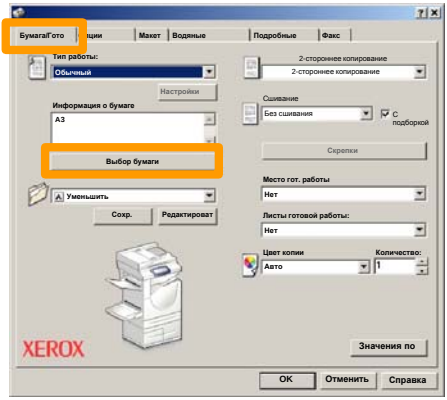
На рабочей станции в приложении выберите команду **Печать**.

ПРИМЕЧАНИЕ. Этот пример показывает, как можно пользоваться PCL-драйвером принтера.

1. Нажмите кнопку **Свойства**.

2. Перейдите на вкладку **Бумага/Готовая работа**.

3. Нажмите кнопку **Выбор бумаги**.



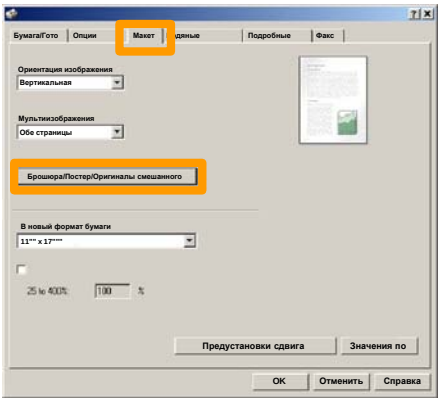
4. В поле **Формат бумаги** выберите нужный размер бумаги.

5. Нажмите кнопку **OK**.

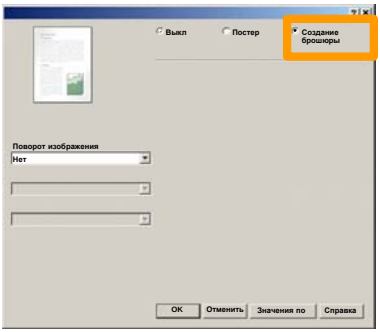
Создание брошюры

6. Перейдите на вкладку **Макет**.

7. Нажмите кнопку **Брошюра/Постер/Оригиналы смешанного формата**.



8. Выберите опцию **Создание брошюры**.



9. Нажмите кнопку **OK**, если нужно устранить конфликты.

10. Нажмите кнопку **OK**, чтобы закрыть окно **Создание брошюры**.
11. Нажмите кнопку **OK**, чтобы закрыть окно **Свойства**.

12. Введите нужное количество отпечатков, затем нажмите кнопку **OK**.

Защищенная печать

На рабочей станции в приложении выберите команду **Печать**.

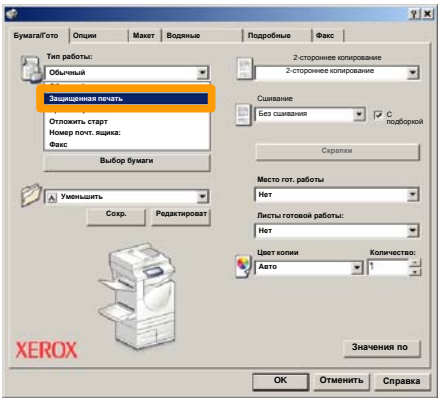
ПРИМЕЧАНИЕ. Этот пример показывает, как можно пользоваться PCL-драйвером принтера.

1. Нажмите кнопку **Свойства**.

2. Перейдите на вкладку **Бумага/Готовая работа**.

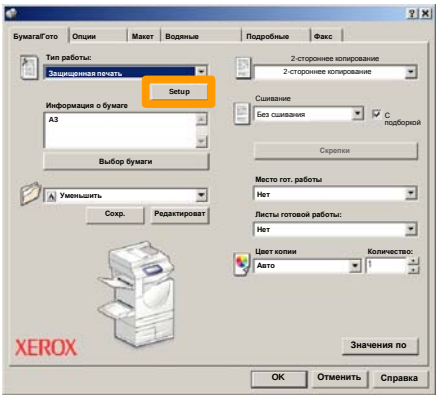
3. Щелкните в поле **Тип работы**.

4. Выберите вариант **Защищен. печать**.

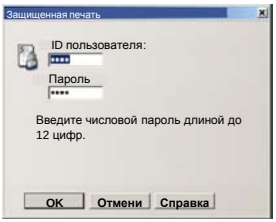


Защищенная печать

5. Нажмите кнопку **Setup**.



6. Введите в соответствующих полях ID пользователя и числовой пароль длиной от 1 до 12 цифр, затем нажмите кнопку **OK**.



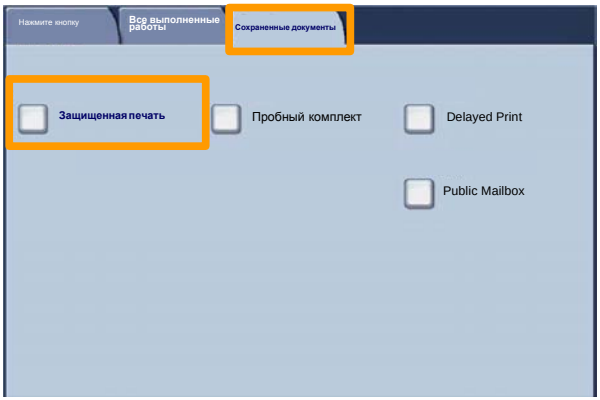
7. Нажмите кнопку **OK**.

8. Введите нужное количество отпечатков, затем нажмите кнопку **OK**.

Защищенная печать

9. На панели управления аппарата нажмите кнопку **Статус работы**.

10. Перейдите на вкладку **Сохраненные документы**.



11. Нажмите кнопку **Защищенная печать**.

12. Выберите **идентификатор пользователя**.

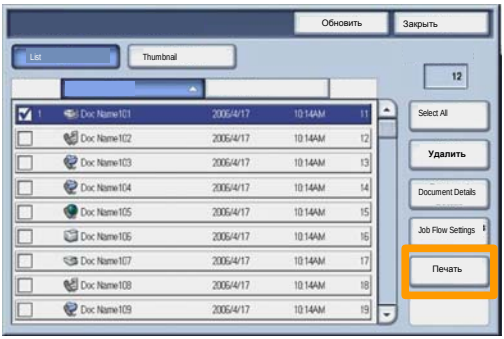
Защищенная печать

13. Нажмите кнопку **Список документов**.

14. Введите числовой пароль длиной до 12 цифр.

15. Нажмите кнопку **Подтвердить**.

16. Выберите документ, затем нажмите кнопку **Печать**.



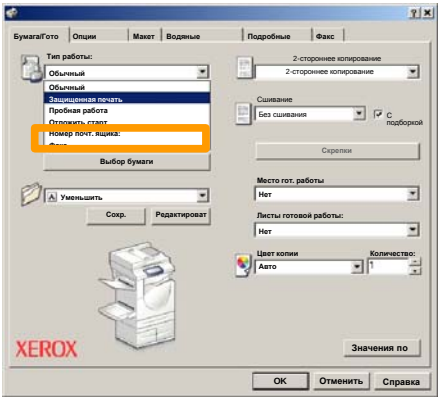
17. Нажмите кнопку **Напечатать и удалить** или кнопку **Напечатать и сохранить**.

    Документ будет выведен в выходной лоток.

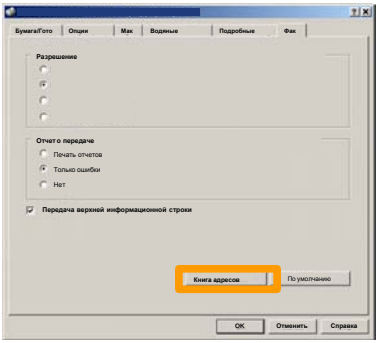
Простой сетевой факс

1. **Откройте драйвер принтера**

2. **Выберите пункт Fax в качестве типа работы**

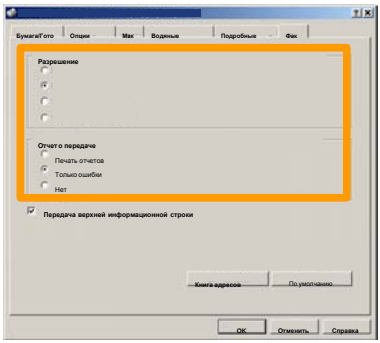


3. **Введите параметры получателя**



Простой сетевой факс

4. **Настройте опции факса**



5. **Настройте опцию верхней информационной строки**

6. **Отправьте факс**

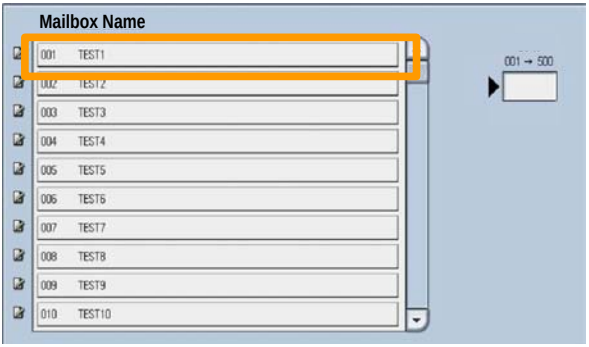
После выбора всех нужных опций передачи факса нажмите **OK**. Нажмите **OK** на экране драйвера принтера и **OK** в окне печати Print. Откроется окно **Fax Confirmation** со списком выбранных вами получателей. Если вам нужно внести какие-то изменения, то нажмите **Edit**. Если все указано правильно, то нажмите кнопку **OK** и ваш факс будет переслан в очередь факс-аппарата для передачи.

Использование предпросмотра эскиза

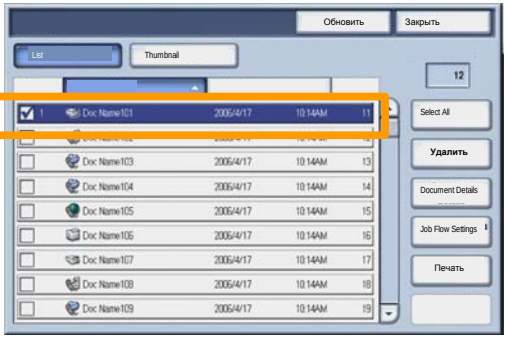
Режим **Предпросмотр эскиза** является дополнительной опцией и может отсутствовать на вашем аппарате. Для установки этой функции на вашем аппарате обратитесь к администратору вашей системы.

1. Нажмите значок кнопку Передача из почтового ящика.

2. Выберите Имя почтового ящика

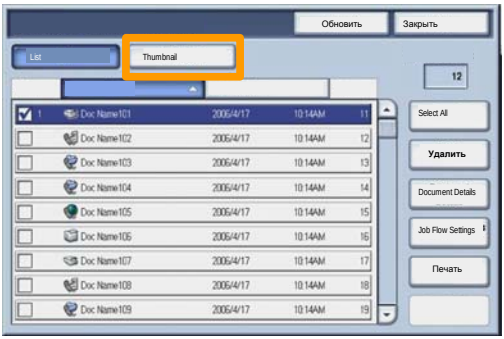


3. Выберите Имя документа.



Использование предпросмотра эскиза

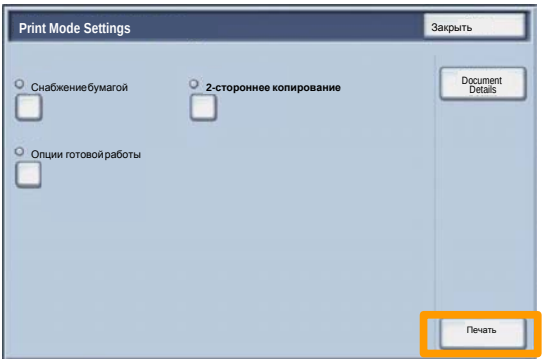
4. Нажмите Эскиз.



5. Нажмите Печать.

7. Выберите нужные опции печати Снабжение бумагой, Вывод и 2-сторонняя печать

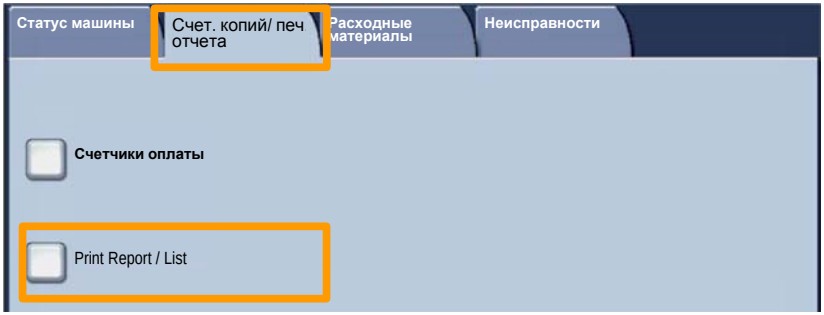
7. Нажмите Печать.



Печать отчета о конфигурации

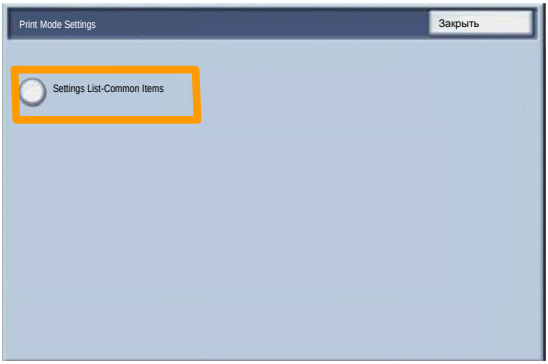
1. Чтобы распечатать отчет о конфигурации, нажмите кнопку **Статус машины**.

2. Нажмите кнопку **Печатать отчет/список** на вкладке **Счетчик оплаты/Печать отчета**.



Печать отчета о конфигурации

3. Нажмите кнопку **Настройки режима печати**, затем нажмите кнопку **Список настроек-Общие пункты**.



4. Нажмите кнопку **Старт**.

5. На экране появится сообщение о печати отчета, и отчет будет выведен в выходной лоток.

Настройка аудитрона

Для настройки аудитрона вы должны сначала создать счета пользователей, а потом включить режим аудитрона. Теперь пользователям для выполнения некоторых функций аппарата потребуется ввести пароль, настроенный вместе с их счетом. Вы можете создать до 1000 счетов.

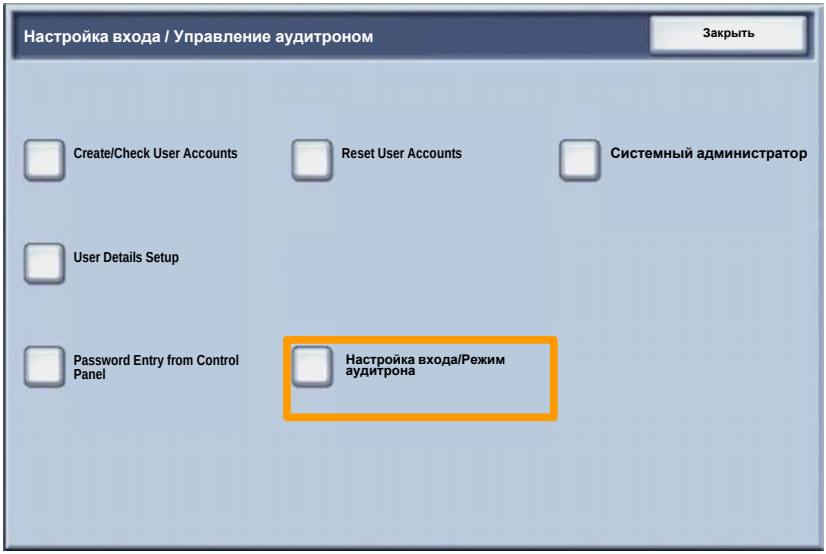
Для всех счетов пользователей нужно определить следующие параметры:

- Пароль
- Имя счета
- Доступ к цвету
- Лимит счета

После создания и определения счетов включите нужные счета для начала использования аудитрона. Имена счетов и и пароли должны быть уникальными, их совпадение у разных счетов не допускается.

Настройка аудитрона

Вы можете включить Режим аудитрона для копирования, сканирования, передачи факсов или для всех режимов. После регистрации и выбора экрана Установки системы нажмите **Настройка входа/Режим аудитрона**



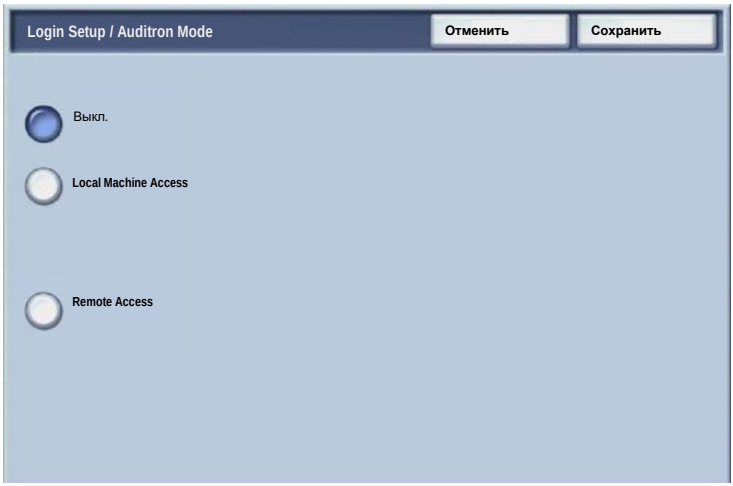
Настройка аудитрона

Выберите любой пункт для настройки. Можно выбирать следующие опции:

- **Выкл:** Для работы на аппарате не нужно вводить никакого логина и пароля и не требуется управлять аудитроном.

- **Локальный доступ к аппарату:**Управление аудитроном выполняется уполномоченными пользователями, которые уже зарегистрированы на аппарате.

- **Дистанционный доступ:** Управление аудитроном выполняется с помощью информации о пользователях, обеспечиваемой дистанционной службой учета.. Информация о пользователях регистрируется удаленной



Настройка аудитрона

Режим аудитрона:

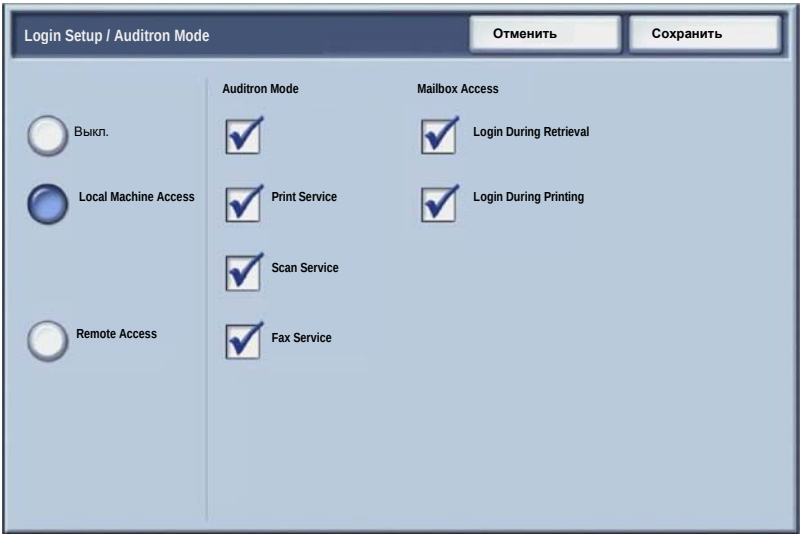
Выберите (поставьте метку) службы, для которых вы хотите включить режим администрирования.

Служба копирования: Администрирование для операций копирования.

Служба печати: Администрирование для операций печати.

Служба сканирования: Администрирование для операций сканирования.

Служба факсов: Администрирование для операций передачи факсов.



Титульные листы

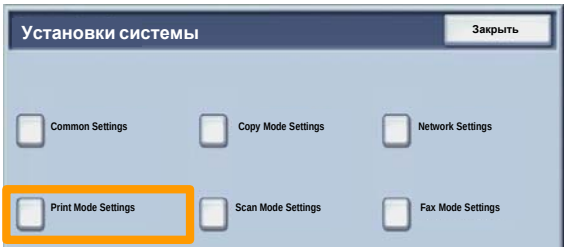
1. Нажмите кнопку **регистрации / выхода из системы** на панели управления.

2. Введите идентификатор пользователя, затем нажмите кнопку **Подтвердить**.

3. Нажмите кнопку **Настройки системы**.

4. Нажмите кнопку **Настройки системы**.

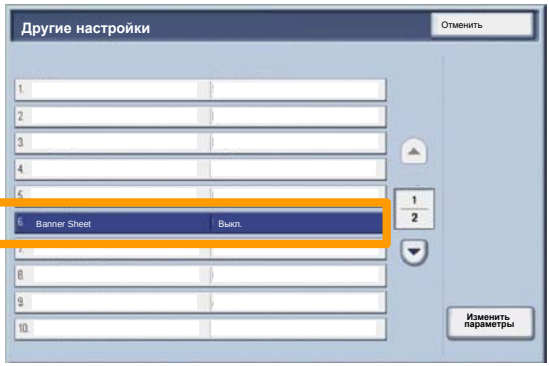
5. Нажмите кнопку **Настройки режима печати**.



Титульные листы

6. Нажмите кнопку **Другие настройки**.

7. С помощью стрелок прокрутки перейдите к кнопке **Титульный лист**. Нажмите кнопку **Титульный лист**.



8. Нажмите кнопку **Изменить настройки**.

9. Выберите нужную опцию титульного листа, затем нажмите кнопку **Сохранить**.

10. Несколько раз нажмите кнопку **Закрыть** для выхода из экранов настроек системы.

Счетчики оплаты

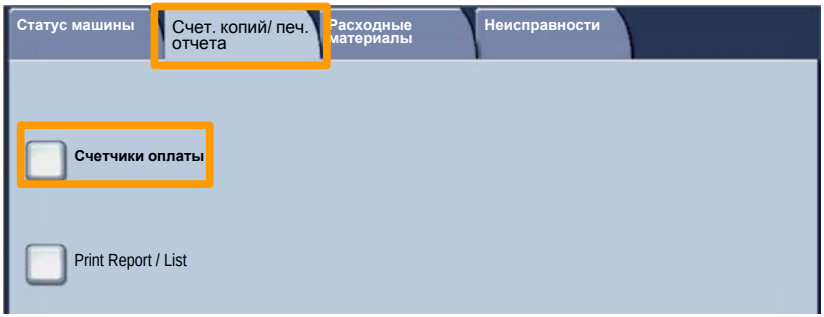
Режим **Счетчики оплаты** предоставляет информацию об использовании аппарата и данные для составления счетов. Счетчики для выписки счетов отличаются друг от друга в зависимости от конфигурации и настройки аппарата.

Для получения доступа к счетчикам оплаты:

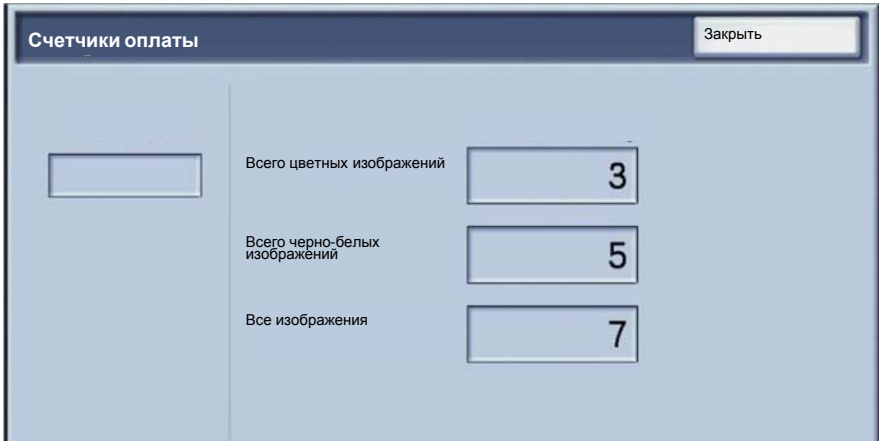
1. Нажмите кнопку **Статус машины**.

Счетчики оплаты

2. На экране появится вкладка **Счет./Отчет.** Нажмите кнопку **Счетчик оплаты**



3. Будут показаны счетчики оплаты.

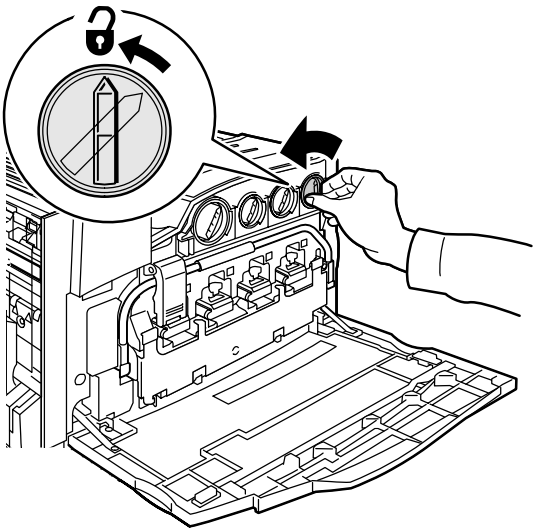


Замена тонер-картриджей

Из этой процедуры Вы узнаете, как снять с аппарата использованный тонер-картридж и установить новый. Аппарат сообщит, когда необходимо заказывать новый тонер-картридж и когда его надо устанавливать. Утилизация старого картриджа выполняется в соответствии с инструкциями, указанными на новом картридже.

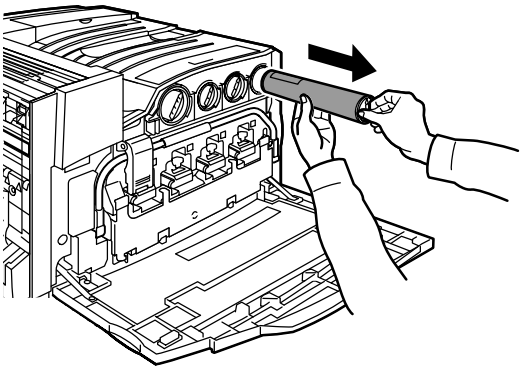
1. Откройте переднюю дверцу.

2. Разблокируйте тонер-картридж, повернув защелку против часовой стрелки.

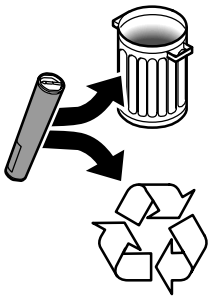


Замена тонер-картриджей

3. Потяните и вытащите тонер-картридж из аппарата. Будьте осторожны – не запачкайте одежду тонером.

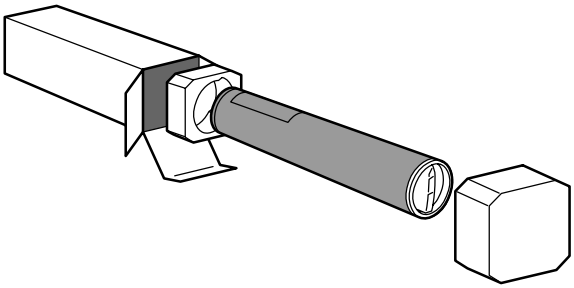


4. Выбросьте тонер-картридж или отдайте его для вторичной переработки.

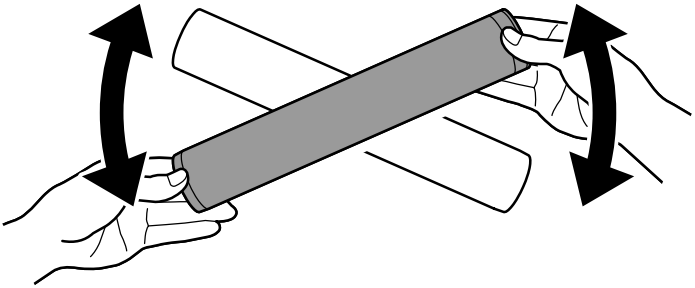


Замена тонер-картриджей

5. Достаньте новый тонер-картридж из упаковки.

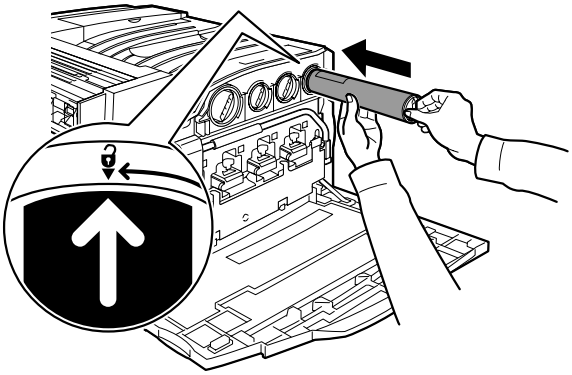


6. Несколько раз энергично встряхните тонер-картридж вверх и вниз, чтобы растрясти тонер.



Замена тонер-картриджей

7. Вставьте тонер-картридж в аппарат, совместив стрелки на картридже с символом открытого замка на аппарате. Убедитесь, что тонер-картридж вставлен в аппарат до конца, и поверните его по часовой стрелке, чтобы зафиксировать на месте.



8. Закройте переднюю дверцу. Если дверца плотно не закрывается, проверьте, зафиксирован ли картридж на месте и установлен ли он на место в соответствии с цветом тонера.

На этом процедура замены тонер-картриджа завершена.

XEROX®

Quick Use Guide

WorkCentre 7228/7235/7245

701P44887

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NOTE: BLUE title is for IT administrator type personnel, GREEN for end users and RED means machine needs attention. Depending on the configuration of the machine, some User Interface screens may vary.

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Control Panel

1. **Touch Screen**
The touch screen allows you to select all the available programing features. It also displays fault clearance procedures and general machine information.
NOTE: If a feature button is unavailable (greyed out), select the button to display information on how to make the button available.

2. **Services button**
Displays the job features on the touch screen.

3. **Job Status**
Displays job progress information on the touch screen.

4. **Machine Status**
Displays the current status of the machine on the touch screen.

Control Panel

5. **Dial Pause**
Enters a pause in a telephone number when transmitting a fax.

6. **Clear**
Deletes numeric values or the last digit entered.

7. **# (Hash)**
Indicates the dialling character or designates a group dial number.

8. **Start**
Starts the job.

9. **Stop**
Temporarily stops the current job. Follow the message to cancel or resume your job.

10. **Interrupt**
Temporarily stops the current copy job to allow a priority job to be run.

11. **Clear All**
If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.

12. **Language**
Changes text to an alternative language (when available).

13. **Log In/Out**
Provides password protected access to the Setup Tools used to adjust the defaults of the machine.

14. **Power Saver**
Indicates whether the machine is in power saver mode. Also cancels the current power saver mode setting.

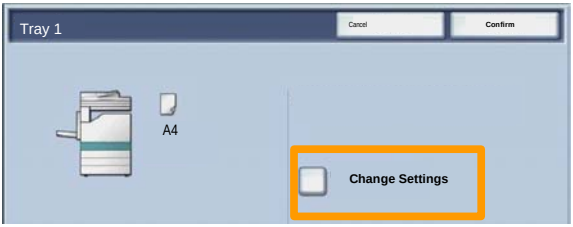
Paper Settings

Follow the procedure below to accurately specify the Paper Type and Paper Size:

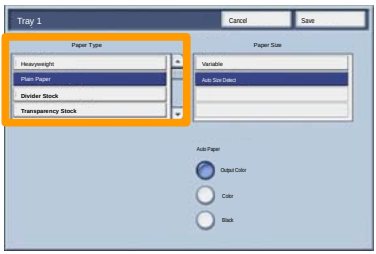
CAUTION: It is very important to identify the actual Paper Type and Paper Size settings for any media loaded into the paper trays. Failure to accurately specify the actual Paper Type and Paper Size may result in damage to the Fuser Assembly.

Whenever media is loaded into a tray, the Tray Settings screen will appear on the touch screen.

1. Touch the **Change Settings** button.



2. Select the appropriate paper type from the list shown on the touch screen.



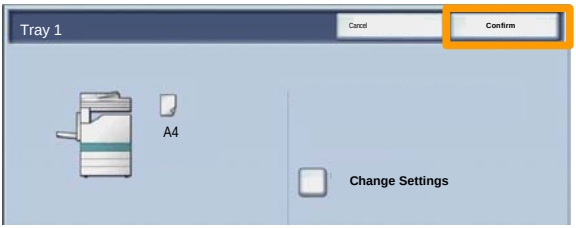
Paper Settings

3. Select the appropriate paper size from the list shown on the touch screen.

4. Touch the **Save** button.

5. Touch the **Save** button.

6. Touch the **Confirm** button.



Booklet Creation

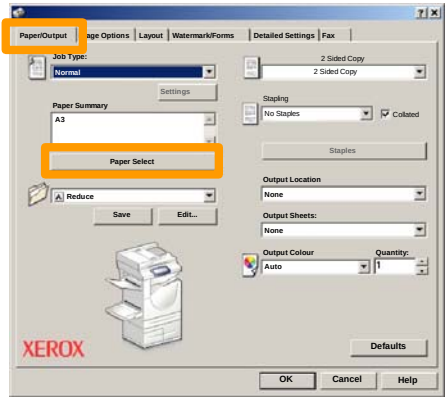
At your workstation, select the **Print** option for the application you are using.

NOTE: This example illustrates the use of a PCL Print Driver.

1. Click on the **Properties** button.

2. Click on the **Paper/Output** tab.

3. Click on the **Paper Select** button.



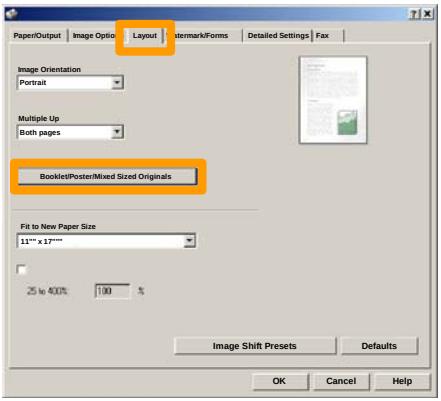
4. Click on the **Paper Size** pull-down field, then select the appropriate paper size.

5. Click on the **OK** button.

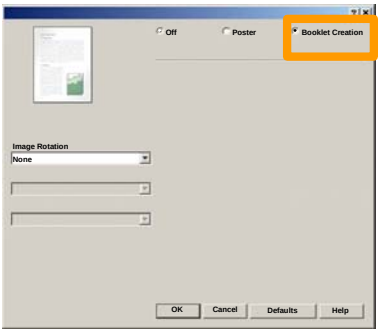
Booklet Creation

6. Click on the **Layout** tab.

7. Click on the **Booklet/Poster/Mixed Sized Originals** button.



8. Click on the **Booklet Creation** option.



9. If required, click on the **OK** button to resolve any conflicts.

10. Click on the **OK** button to close the **Booklet Creation** window.

11. Click on the **OK** button to close the **Properties** window.

12. Enter the quantity you want to print, then click on the **OK** button.

Secure Print

At your workstation, select the **Print** option for the application you are using.

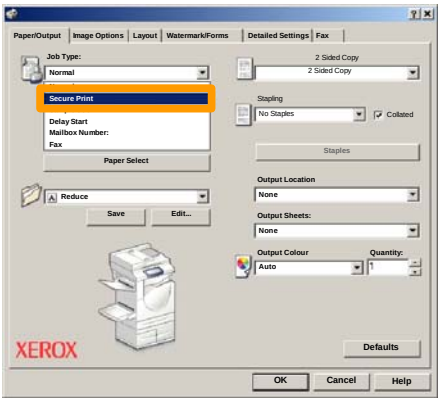
NOTE: This example illustrates the use of a PCL Print Driver.

1. Click on the **Properties** button.

2. Click on the **Paper/Output** tab.

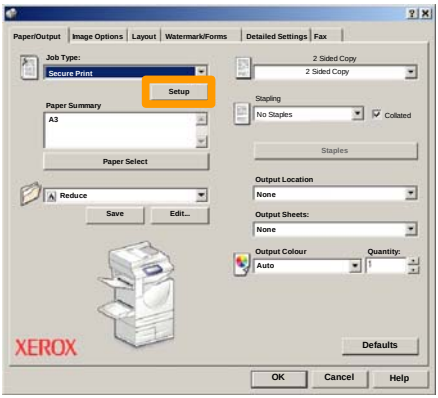
3. Click on the **Job Type** field.

4. Click on the **Secure Print** option.



Secure Print

5. Click the **Setup** button.



6. Enter your User ID and 1-12 digit password into the appropriate fields, then click the **OK** button.

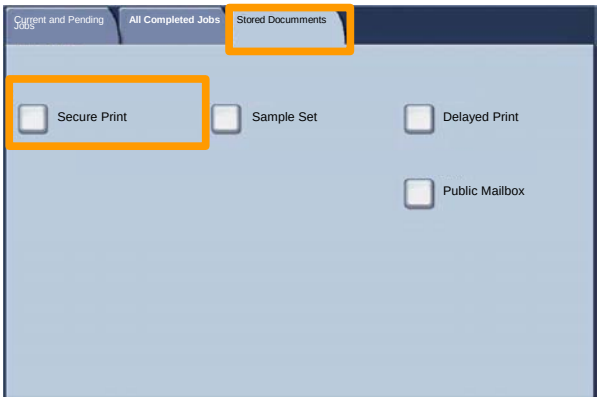
7. Click on the **OK** button.

8. Enter the quantity you want to print, then click on the **OK** button.

Secure Print

9. At the machine, touch the **Job Status** button on the control panel.

10. Touch the **Stored Documents** tab.



11. Touch the **Secure Print** button.

12. Select a **UserID**.

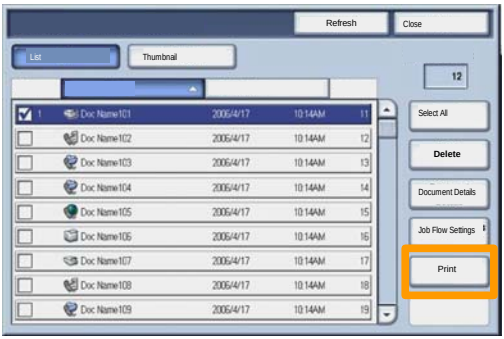
Secure Print

13. Touch the **Document List** button.

14. Enter your 1-12 digit password.

15. Touch the **Confirm** button.

16. Select your document and touch **Print**.



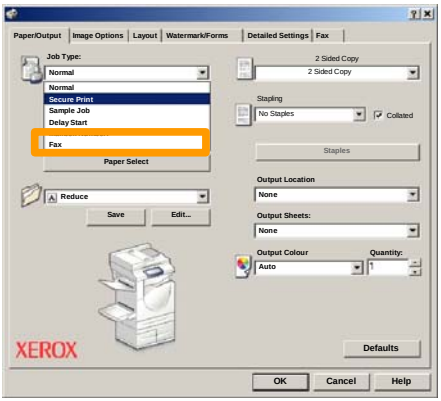
17. Touch the **Print and Delete** button or the **Print and Save** button.

    Your document will be delivered to the output tray.

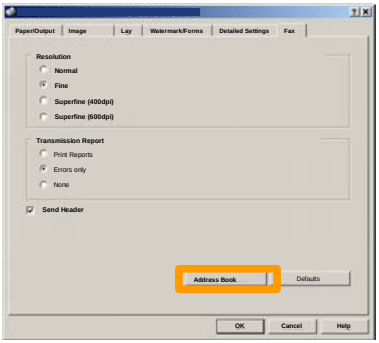
Simple LAN Faxing

1. Open the Print Driver

2. Select Fax as Job Type

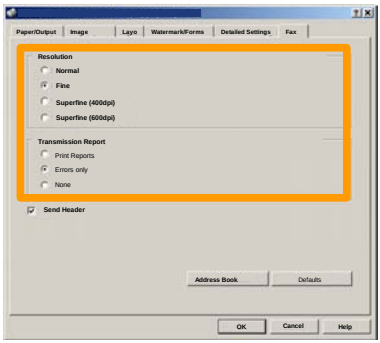


3. Enter the Recipient Details



Simple LAN Faxing

4. Set the Fax Options



5. Set the Header Option

6. Send the Fax

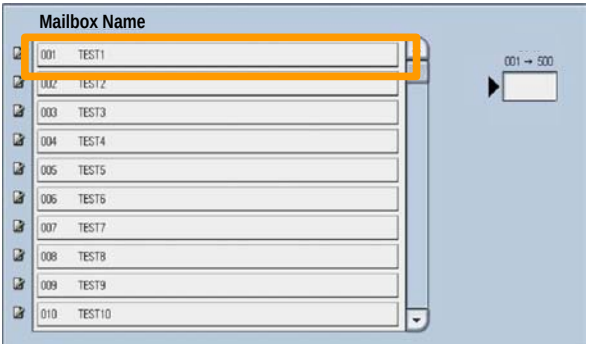
When you have selected all the options you require, select **OK**. Select **OK** on the print driver screen and **OK** on the Print Screen. The **Fax Confirmation** screen will appear with the list of recipients you have chosen. If you wish to make any changes, select **Edit**. If the details are correct, select the **OK** button and your fax will be submitted to the machine fax queue ready to be transmitted.

Using Thumbnail Preview

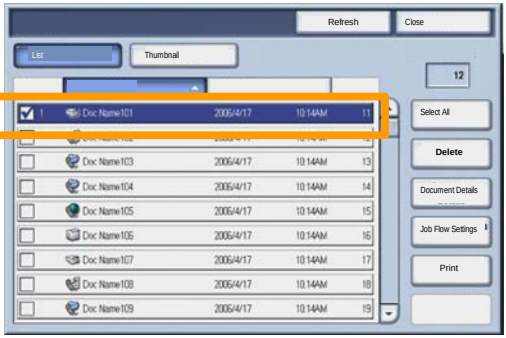
Thumbnail Preview is an optional feature and may not be available on your machine. Contact your system administrator to set up this feature on your machine.

1. Select the Send from Mailbox icon.

2. Select the Mailbox Name.

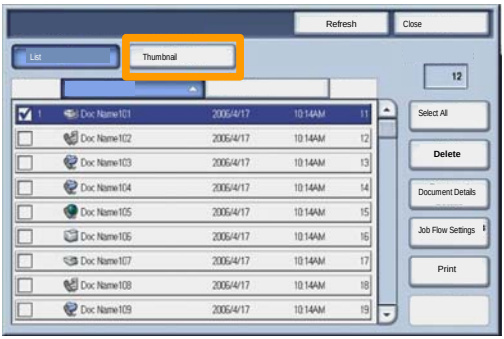


3. Select the Document Name.



Using Thumbnail Preview

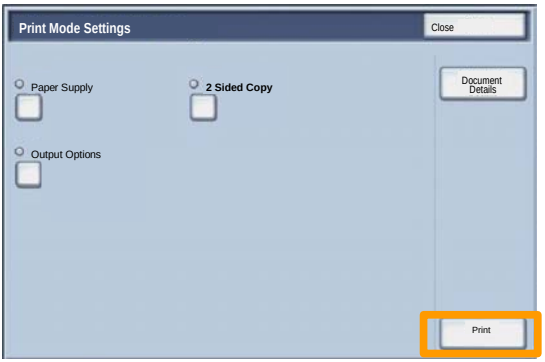
4. Select Thumbnail.



5. Select Print.

6. Select the Paper Supply, Output, and 2 Sided Printing Options

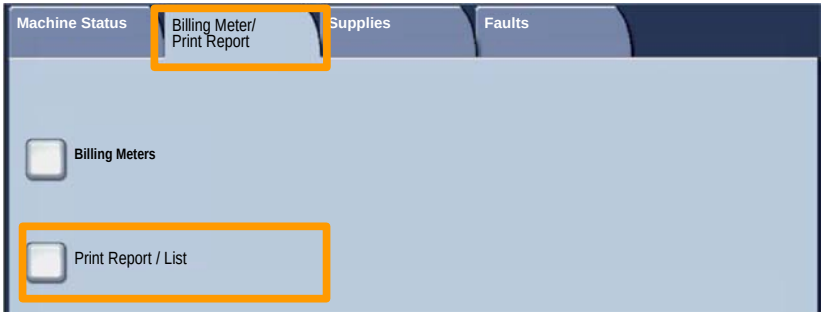
7. Select Print



Printing a configuration report

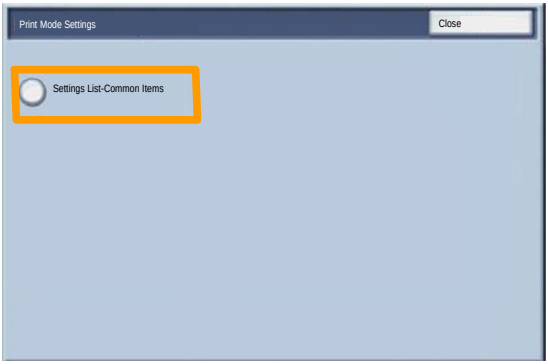
1. To print a configuration report select the **Machine Status** button.

2. Select the **Print Report/List** button on the **Billing Meter/Print Report** tab.



Printing a configuration report

3. Select the **Print Mode Settings** button, then touch the **Settings List-Common Items** button.



4. Press the **Start** button.

5. A message will confirm that the report is being printed and the report will be delivered to the output tray.

Auditron Setup

To setup Auditron you must first create user accounts and then enable Auditron. Users will then be required to enter the password setup with their account to perform certain machine functions. You can create up to 1000 accounts.

All user accounts must have the following defined:

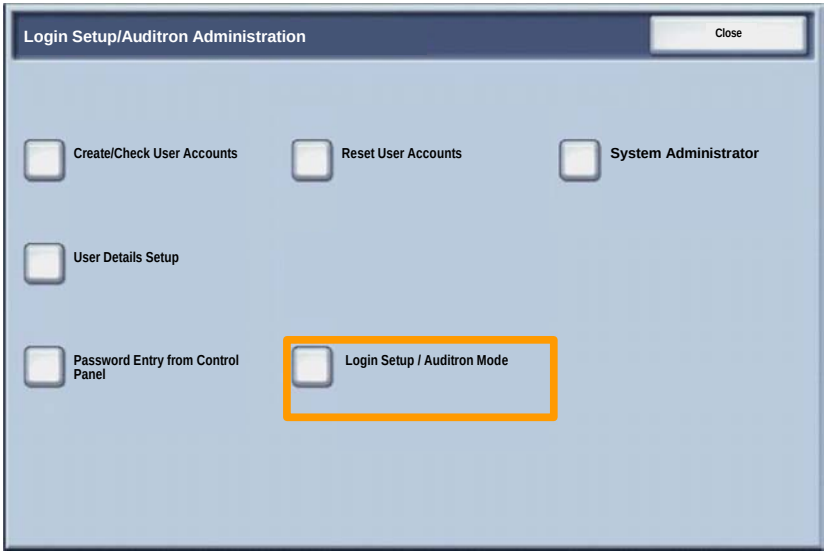
- Password
- Account Name
- Colour Access
- Account Limit

Once accounts are defined and created, enable the desired accounts to begin Auditron usage. Account names and passwords must be unique from other account names and passwords.

Auditron Setup

You can enable Auditron Mode for copy, scan, or both. When Auditron Mode is enabled, the user must select the Access button and enter the appropriate user account password to start using the machine. Set whether the Auditron administration feature is enabled or not, and whether to request an authentication operation.

After logging in and selecting the System Settings screen, select **Login Setup/Auditron Mode**



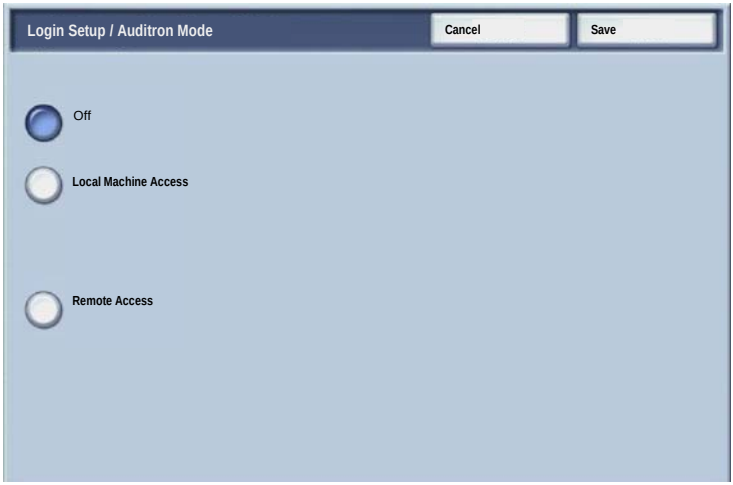
Auditron Setup

Select any item to set. The following options can be selected:

- **Off:** To operate the machine requires no user login setup/Auditron administration.

- **Local Machine Access:**The Auditron administration is carried out using the authenticated users already registered on the machine.

- **Network Access:** Auditron administration is carried out using user information managed by the remote accounting service. User information is registered by the remote accounting service.



Auditron Setup

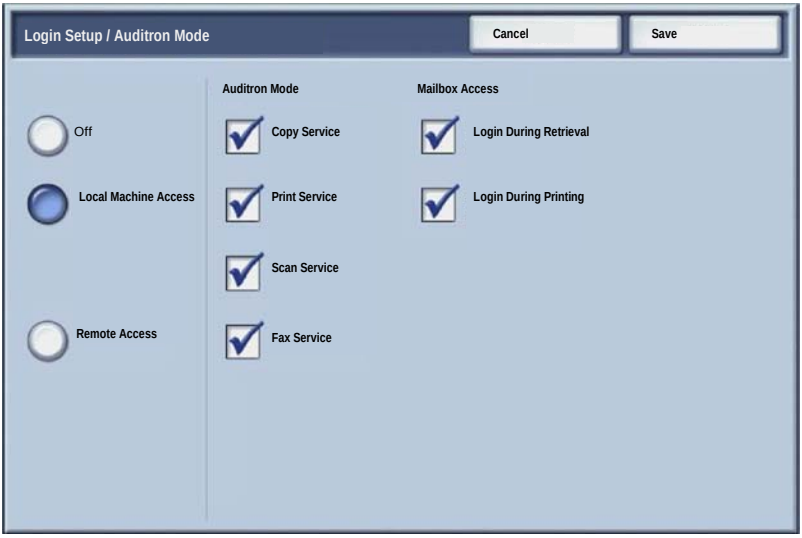
Auditron Mode:

Select **Auditron Mode**. For the services for which you want to enable the administration feature, select **On**.

Copy Service: Administration relating to copy operations.

Scan Service: Administration relating to scanner operations.

Print Service: Administration relating to the printer operations.



Banner Sheets

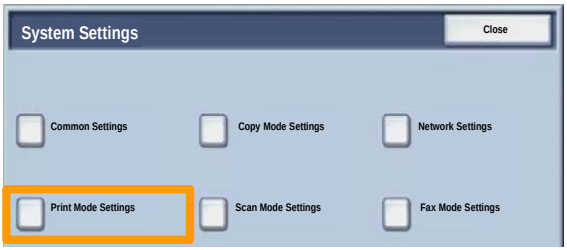
1. Press the **Log In/Out** button on the control panel.

2. Enter the correct UserID, then touch the **Confirm** button.

3. Touch the **System Settings** button.

4. Touch the **System Settings** button.

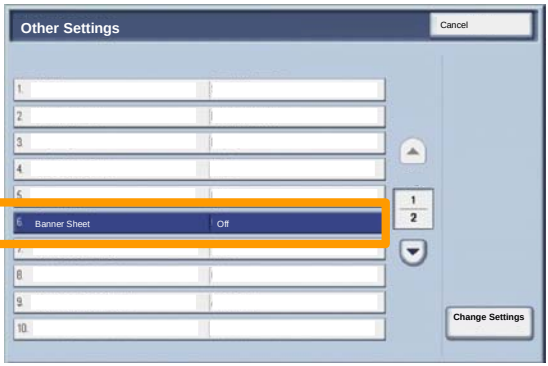
5. Touch the **Print Mode Settings** button.



Banner Sheets

6. Touch the **Other Settings** button.

7. Use the scroll arrows to locate the **Banner Sheet** button. Touch the **Banner Sheet** button.



8. Touch the **Change Settings** button.

9. Choose the appropriate banner sheet option, then touch the **Save** button.

10. Touch the **Close** button repeatedly to exit the System Settings screens.

Billing Meters

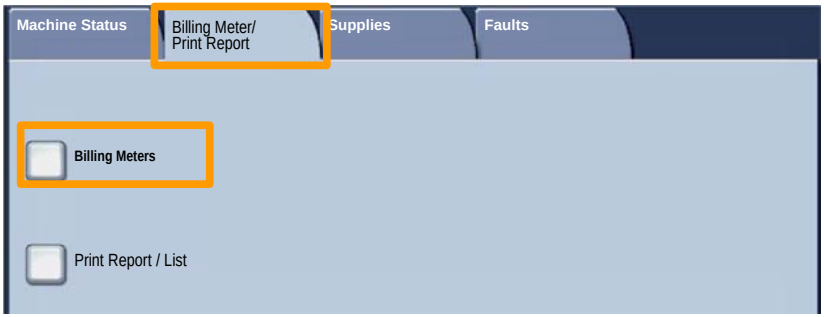
The **Billing Meters** screen provides access to machine usage and billing information. The meters vary depending on your machine configuration and setup.

To access the Billing Meters:

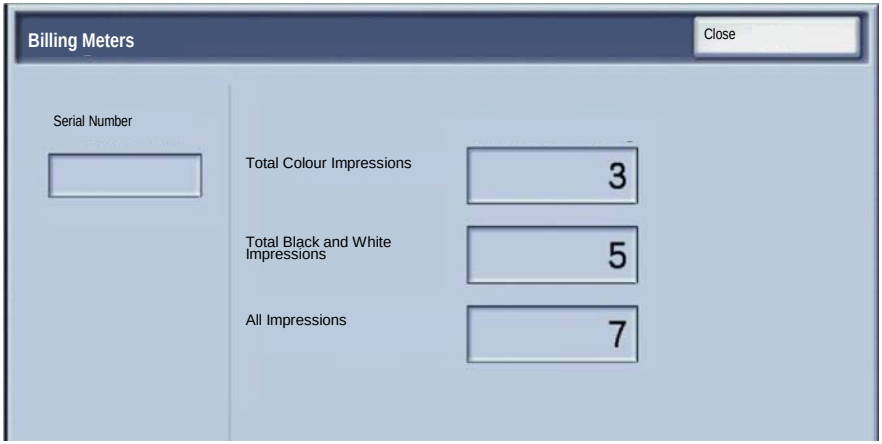
1. Select the **Machine Status** button.

Billing Meters

2. Ensure that the **Billing Meter/Print Report** tab is visible and select the **Billing Meter** button.



3. The Billing Meters are displayed.

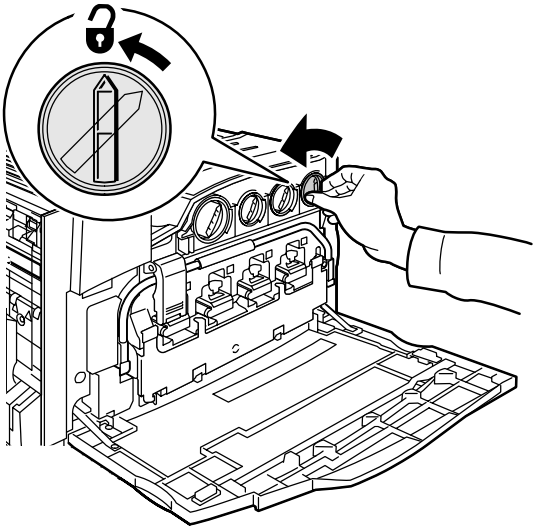


Replacing the Toner Cartridges

This procedure shows you how to remove a used toner cartridge and replace it with a new toner cartridge. The machine will tell you when you will need to order a new cartridge and when to install it.
Follow the disposal instructions for the old cartridge when you receive with the new cartridge.

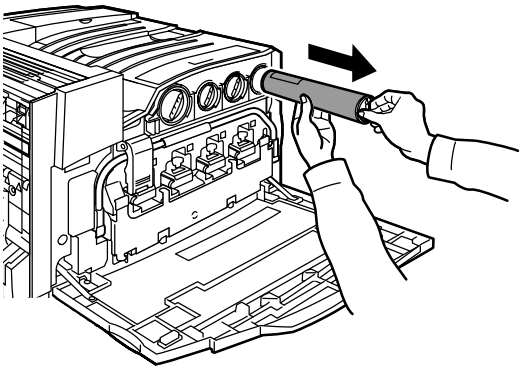
1. Open the Front Door.

2. Turn the toner cartridge counter clockwise to the unlocked position.

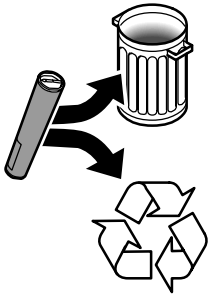


Replacing the Toner Cartridges

3. Remove the toner cartridge by pulling it straight out. Be careful to not get toner on clothing.

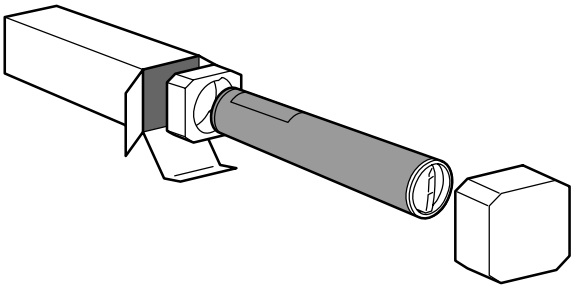


4. Dispose the toner cartridge as normal office waste or recycle the cartridge.

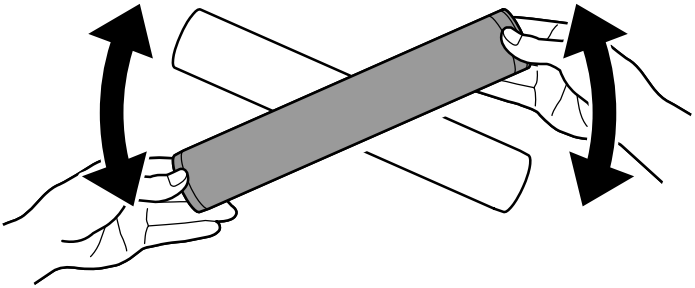


Replacing the Toner Cartridges

5. Remove the new toner cartridge from its packaging.

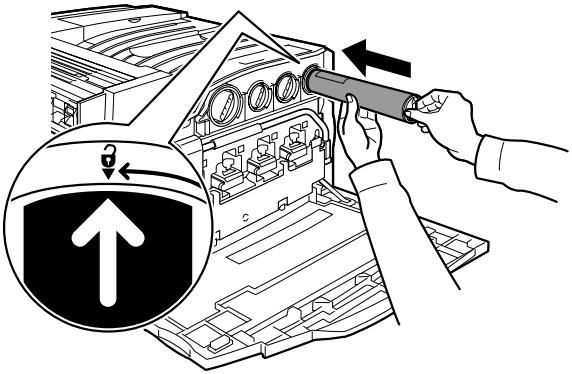


6. Shake the new toner cartridge several times in an up and down twisting motion to redistribute the toner.



Replacing the Toner Cartridges

7. Install the toner cartridge by aligning the arrows on the cartridge with unlock symbol on the printer. Make sure the cartridge is fully installed then turn the cartridge clockwise to the locked position.



8. Close the Front Door. If the door will not close completely, make sure the cartridge is in the lock position and the toner cartridge is installed into the appropriate toner location.

That completes the procedure for replacing the toner cartridge.